

Amend Contracted Mileage – Terms & Conditions

Rules

Rules that apply to amending the mileage of a Fleet My New Car! lease vehicle:

1. Mileage can only be amended once per contract.
2. Due to HMRC salary sacrifice guidelines, it is not possible to make a mileage amendment unless there is at least 12 months of the lease contract remaining. We require a month to process the mileage request with your Organisation; therefore a minimum of 13 months must be remaining on the contract.
3. In compliance with HMRC, a 'lifestyle change' reason is required in order to amend a contract. This will be collected during the amend contracted mileage process and NHS Fleet Solutions may require evidence which supports your lifestyle change reason.
4. Mileage cannot be decreased to a total that is less than the equivalent of 6,000 miles per annum.
5. Mileage cannot be increased to a total that is greater than 75,000 miles.
6. You will be charged for any excess mileage (calculated on a pro-rata basis) once the vehicle is returned.
7. You will not be reimbursed for any unused mileage (calculated on a pro-rata basis) once the vehicle is returned.

Process

After selecting the 'Amend Mileage' button for your vehicle (My Account):

1. Update your profile: In order to obtain an accurate quotation, you must ensure your employment details are up to date. Please note, your Organisation will re-issue your request if there are inaccuracies and this may delay or in some cases prevent your mileage amend request. You will not be able to amend your contracted mileage if in doing so you are taken below the National Minimum Wage.
2. Inform us of any existing salary sacrifices that are currently ongoing. This does not include the vehicle you are adjusting the mileage for.
3. New Mileage: Select your new desired total mileage. Your current total mileage is provided to assist with this. Press 'Get Quote.'
4. You are presented with a cost to amend your mileage. You can amend your mileage again by selecting a new amount and pressing 'Amend Quote.'
5. Proceed: When you are happy with your new mileage, select 'Proceed,' you will then be taken to a page to update your Home & Work details to ensure that your revised contract contains the correct information.
6. Authorise: Electronically authorise your mileage amendment. A copy of your updated cost form can be viewed/downloaded.
7. Your mileage amendment request is sent to your Organisation for approval. Your Organisation could choose to authorise, decline or reissue your mileage amendment request. (Reissue = amend incorrect details and produce revised documents).
8. Once approved, your Payroll department is instructed to adjust your current payments in line with your new updated cost form.

Points to Note

- I. Your Organisation will have at least one full month to process your mileage amendment request. For example, if you submit a mileage amendment request in January, your Organisation has until the end of February to process this. If approved the change to your payments will take effect in March's payroll.
- II. In the rare event your Organisation does not process your mileage request in the allotted time, it will be automatically cancelled. This is because the quote provided is calculated based on the months remaining of your contract. You will have to start the process again, obtaining a new quote.
- III. NHS Fleet Solutions suggest waiting at least a year to determine how many miles you undertake prior to adjusting your mileage. This is because you can only amend your contracted mileage a maximum of one time.
- IV. If your vehicle is returned with more mileage than originally requested you would be invoiced for this amount separately from your standard, monthly deductions. This invoice can take up to a number of weeks to arrive following the return of your vehicle.

Examples

Mileage reduced:

The below example shows how the monthly payments will be adjusted if the mileage is reduced. The dotted line shows when the mileage amendment was requested (June). Payments are adjusted from August as a full month is required (July) for your Organisation to process your application and adjust Payroll accordingly. The reduced payments will continue until the end of the lease contract.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	etc...
Payment	£260	£260	£260	£260	£260	£260	£260	£245	£245	£245	

Mileage underpaid:

In some cases (i.e. if the vehicle is returned early) you may have underpaid for your adjusted mileage. In these instances your final payment amount will be adjusted to cater for monies owed. This amount is based on the expected pro-rata mileage of the vehicle at the time of its return. You will be invoiced separately if your vehicle mileage exceeds this expected pro-rata amount once it is returned to the leasing company.

For example, on a 36 month lease contract:

Original total mileage	36,000
Original pro rata monthly mileage equivalent	1,000
Total mileage increased by	16,000
New total mileage	52,000
New pro rata monthly mileage equivalent	1,444

If the mileage change occurred in month 20 but the vehicle was returned in month 25, only 5 of the new payments have been made, which is not enough to cover the expected pro-rata mileage of the vehicle at that time:

Month	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Original Miles ('000)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
New Miles ('000)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Month 25 - expected pro rata mileage	36111
Mileage paid for up to this point	30000