

MOTOR VEHICLE SCHEDULE

BUSINESS NAME:

PERIOD: 1 April 2023 – 31 March 2024

		MOTOR VEHICLE 1	MOTOR VEHICLE 2	MOTOR VEHICLE 3
	Name of Employee			
	Vehicle Description <i>make, model and rego</i>			
	Odometer Reading as at 1 April 2023 <i>(or when first used)</i>			
	Odometer Reading as at 31 March 2024 <i>(or when last used)</i>			
	Business Use Percentage <i>as per log book</i>			
	Days unavailable for use <i>repairs, overnight office parking</i>			
If vehicle purchased after 31/03/23	Date purchased			
	Purchase Price (inc. GST) <i>provide tax invoice</i>			
	Method of purchase <i>provide copy of the contract</i>	hire purchase / lease / cash	hire purchase / lease / cash	hire purchase / lease / cash
If vehicle was sold through year	Date sold			
	Sale Price (inc. GST) <i>provide copy of invoice/trade papers</i>			
Operating Expenses* for period 01.04.2023 - 31.03.2024 (Inc. GST)	Lease Payments <i>excl. hire purchase or loan repayments</i>			
	Fuel and Oil Costs			
	Repairs and Maintenance			
	Registration			
	Insurance			
	Other Expenses <i>aircon, stereos etc</i>			
	Expenses paid personally by employee/director			
Are these expenses in the above operating costs listing?	Yes / No	Yes / No	Yes / No	
Shared Cars (shared cars are not reportable in an employee's payment summary)	Whether the vehicle is treated as shared vehicle?	Yes / No	Yes / No	Yes / No
	If Yes, please provide the name of the employee with whom it has been shared?			
	If Yes, please provide the period during which it has been shared?			

*No need to complete if you're providing computerised accounting records

Please Note: FBT only applies to Motor Vehicles designed to carry **less than 9** people or **less than 1** tonne.



ADDITIONAL INFORMATION REQUIRED

— If a vehicle was purchased / leased during the year, please provide us with a copy of the purchase invoice and finance contract if you have not already done so. Please include the Speedo Reading at Purchase Date.

— If a logbook was prepared please provide a list of operating costs including registration, insurance, fuels and oil, lease payments, repairs and services and finance costs from 01/04/23 to 31/03/24. (You may be able to print these from your computerized system if applicable).

Name or Person Making Declaration

Signature

Date

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Complete this form if:

- A Trust or Company provides you with the benefit and you have personally paid some of the vehicle costs yourselves outside of the business account.
- You provide a motor vehicle for an employee that is available for private use and they personally have paid some of the vehicle costs.

I, _____ declare that the following expenses were
(Full Name)

Incurred by me during the period from 01/04/2023 to 31/03/2024

in respect of _____, registration number _____.
(Make & Model of Car)

	Amount Paid
Fuel & Oil	\$
Registration	\$
Insurance	\$
Repairs & Maintenance	\$
RACQ	\$
Leasing Charge	\$

Other:

	\$
	\$
	\$

Signed

Date

Please note in an event of a tax audit, you will be required to provide documentary evidence of the above expenditure, except in the case of Fuel & Oil where a reasonable estimate based on kilometres travelled can be used.