

EMPLOYER NAME: _____

FRINGE BENEFITS TAX CHECKLIST

FROM 1st APRIL, 2022 TO 31st MARCH, 2023

SCHEDULE A

QUESTION	YES	NO	If YES Complete
<i>Was a company motor vehicle supplied to employees / associates (including working directors)?</i>			Schedule B
<i>Were personal expenses paid on behalf of employees / associates, directors or shareholders?</i>			Schedule C, Part 1
<i>Were car parking spaces made available to employees / associates where there is also a commercial car parking station within a one kilometer radius that charges more than \$9.72 for all day parking? This includes commercial parking that has a higher all-day rate that discourages all day parking (e.g. shopping centers, airports, hospitals, etc.)</i>			Schedule C, Part 1
<i>Were there any loans to employees / associates during the year?</i>			Schedule C, Part 3
<i>Has there been any payment of expenses relating to an employees' / associates' motor vehicle?</i>			Schedule C, Part 1
<i>Have any employee / associate debts been waived during the year?</i>			Schedule C, Part 2
<i>Was there any other non-cash benefits provided to employees / associates during the year?</i>			Schedule C, Part 4
<i>Are any other benefits or expense payments made to or on behalf of employees / associates? (eg. petrol, travel, insurance or telephone reimbursements)</i>			Schedule C, Part 1
<i>Any other benefits paid to employees / associates?</i>			Schedule C, Part 1
<i>Were there any goods provided to employees over \$1,000?</i>			Schedule C, Part 5
<i>Was there any entertainment expenses incurred on employees / associates (not in house meals and not meals for sustenance)?</i>			Schedule D

➤ **IF YES** to any of the above, Fringe Benefits Tax may apply and details regarding the transactions are to be supplied on the worksheets for FBT Return Preparation and Compliance.

EMPLOYER NAME: _____

MOTOR VEHICLE CHECKLIST

SCHEDULE B

EMPLOYER OWNED VEHICLES

Details	Vehicle One	Vehicle Two	Vehicle Three
Make, model & year of vehicle:	_____	_____	_____
Usual driver:	_____	_____	_____
Registration Number:	_____	_____	_____

VEHICLE PURCHASED DURING FBT YEAR

Invoice provided for purchase	_____	_____	_____
Method of purchase (ie. lease, hire purchase, etc.)	_____	_____	_____
Date of purchase	____/____/____	____/____/____	____/____/____
Date of refinance	____/____/____	____/____/____	____/____/____

EXISTING VEHICLES

Date of sale (if applicable)	____/____/____	____/____/____	____/____/____
Odometer at 1/4/2022 (or at date of purchase)	_____Kms	_____Kms	_____Kms
Odometer at 31/3/2023 (or at date of sale)	_____Kms	_____Kms	_____Kms
Total Kms travelled for period	_____Kms	_____Kms	_____Kms

HAS A LOG BOOK BEEN KEPT (Please circle one) If yes, complete actual costs below

Current year**	_____	_____	_____
Previous years (state year)	_____	_____	_____
Business percentage	_____%	_____%	_____%

ACTUAL OPERATING COSTS FROM 1/4/2022 TO 31/3/2023 (Complete only if log book election applies)

	GROSS	GST	GROSS	GST	GROSS	GST
Petrol	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Repairs & maintenance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Insurance & registration	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lease payments (if applicable)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other payments (ie. RACV)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hire purchase payments	\$ _____	\$ NIL	\$ _____	\$ NIL	\$ _____	\$ NIL

EMPLOYER NAME: _____

MOTOR VEHICLE CHECKLIST

SCHEDULE B

EMPLOYER OWNED VEHICLES

Details	Vehicle Four	Vehicle Five	Vehicle Six
Make, model & year of vehicle:	_____	_____	_____
Usual driver:	_____	_____	_____
Registration Number:	_____	_____	_____

VEHICLE PURCHASED DURING FBT YEAR

Invoice provided	_____	_____	_____
Method of purchase (ie. lease, hire purchase etc.)	_____	_____	_____
Date of purchase	____/____/____	____/____/____	____/____/____
Date of refinance	____/____/____	____/____/____	____/____/____

EXISTING VEHICLES

Date of sale (if applicable)	____/____/____	____/____/____	____/____/____
Odometer at 1/4/2022 (or at date of purchase)	_____ Kms	_____ Kms	_____ Kms
Odometer at 31/3/2023 (or at date of sale)	_____ Kms	_____ Kms	_____ Kms
Total Kms travelled for period	_____ Kms	_____ Kms	_____ Kms

HAS A LOG BOOK BEEN KEPT (Please circle one) If yes, complete actual costs below

Current year**	Yes / No	Yes / No	Yes / No
Previous years (state year)	_____	_____	_____
Business percentage	_____ %	_____ %	_____ %

ACTUAL OPERATING COSTS FROM 1/4/2022 TO 31/3/2023 (Complete only if log book election applies)

	GROSS	GST	GROSS	GST	GROSS	GST
Petrol	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Repairs & maintenance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Insurance & registration	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lease payments (if applicable)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other payments (ie. RACV)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hire purchase payments	\$ _____	\$ NIL	\$ _____	\$ NIL	\$ _____	\$ NIL

EMPLOYER NAME: _____

OTHER BENEFITS CHECKLIST

SCHEDULE C

PART 1 – EXPENSE PAYMENT BY EMPLOYER ON BEHALF OF EMPLOYEE

Name of recipient	_____	_____
Amount(s) for expenditure	_____	_____
Nature of expenditure or payment	_____	_____
Name of recipient	_____	_____
Amount(s) for expenditure	_____	_____
Nature of expenditure or payment	_____	_____

PART 2 – DEBTS WAIVED

Name of recipient	_____	_____
Amount(s) of debt waived	_____	_____
Date(s) waived	_____	_____

PART 3 – LOANS: EMPLOYEES AND/OR ASSOCIATES

Name of recipient(s)	_____	_____
Amount(s) loaned	_____	_____
Term(s) of loan	_____	_____
Condition(s) of repayment	_____	_____
Security for the loan(s)	_____	_____
Date the loan/fund(s) advanced	_____	_____

PART 4 – PROPERTY BENEFITS – Goods provided over \$1000

Name of recipient(s)	_____	_____
Amount(s) expended	_____	_____
Name of expenditure or payment	_____	_____

EMPLOYER NAME: _____

SCHEDULE D

MEAL ENTERTAINMENT FRINGE BENEFITS

(All amounts should be GST-inclusive, where applicable)

Entertainment provided by an employer may give rise to a fringe benefit tax liability. However, only that part of the meal entertainment provided to an employee (or an associate) will be taxable. An employer's meal entertainment expenses include:

- entertainment by way of food or drink with or without clients outside business premises (i.e. Christmas parties);
- accommodation or travel in connection with the provision of entertainment by way of food or drink.

Expenses incurred by an employer in providing entertainment to its **clients** are not subject to FBT **but** such expenses are **not** tax deductible.

Is such fringe benefit provided to your employees? **Yes/No***

If **Yes**, please provide details of the entertainment costs (GST-INCLUSIVE)

TOTAL ENTERTAINMENT EXPENSE (A + B) \$ _____

Please break down the total entertainment expenses into the following categories:

EMPLOYEES' ENTERTAINMENT (A) \$ _____

No. of Employees or associates	Date of benefit provided	Amount paid on behalf of employees	Amount refunded by employees, if any

TOTAL PAID _____

Less: Employer-provided staff amenities _____

 Morning & afternoon tea items _____

 Meals consumed while on overnight business travel _____

 Recreation expenses exempted under minor benefits _____

 Meal consumed in an eligible dining facility _____

 Meal consumed at a professional development seminar _____

Net Entertainment Expense (after deducting the above from A) _____

CLIENTS' ENTERTAINMENT (B) \$ _____

No. of Clients or non-employees' associates	Date of benefit provided	Amount paid for clients

Note - If the meal entertainment expenses could not be broken down into the above components, the 50/50 split method applies, i.e. 50% of the expense is subject to FBT and tax deductible, and will be used to calculate the FBT. The remaining 50% will be non-tax deductible but is not subject to FBT. Where more than half of the expenditure relates to employees and associates, it may be better to adopt the 50/50 split method as it is less complicated, has less compliance costs and reduces the FBT liability when compared with the actual method.