

FBT Return Information Collection Worksheet

March 2022



The Fringe Benefits Tax (FBT) year ends on 31 March 2022.

To assist you in the collection of the necessity information required for us to complete your return, please complete the following information, and return to us by 30 April 2022.

Motor Vehicles

CAR 1					
Odometer Reading		Motor Vehicle Expenses (GST Inclusive)		Employer	Employee
Driver	_____	Insurance	_____	_____	_____
Registration Number	_____	Registration	_____	_____	_____
Opening Odometer Reading @ 01/04/2021	_____	Fuel	_____	_____	_____
Closing Odometer Reading @ 31/03/2022	_____	Repairs and Maintenance	_____	_____	_____
Or Odometer Reading at Date Sold (if Applicable)	_____	Other Expenses	_____	_____	_____
Number of days in the year when the vehicle was not available for private use by an employee.		Has a logbook been prepared in the last 5 years? If YES please provide the Business Percentage for the Vehicle.		%	
Has the vehicle been disposed?					
Date	_____				
Sale Price	_____				
CAR 2					
Odometer Reading		Motor Vehicle Expenses (GST Inclusive)		Employer	Employee
Driver	_____	Insurance	_____	_____	_____
Registration Number	_____	Registration	_____	_____	_____
Opening Odometer Reading @ 01/04/2021	_____	Fuel	_____	_____	_____
Closing Odometer Reading @ 31/03/2022	_____	Repairs and Maintenance	_____	_____	_____
Or Odometer Reading at Date Sold (if Applicable)	_____	Other Expenses	_____	_____	_____
Number of days in the year when the vehicle was not available for private use by an employee.		Has a logbook been prepared in the last 5 years? If YES please provide the Business Percentage for the Vehicle.		%	
Has the vehicle been disposed?					
Date	_____				
Sale Price	_____				
CAR 3					
Odometer Reading		Motor Vehicle Expenses (GST Inclusive)		Employer	Employee
Driver	_____	Insurance	_____	_____	_____
Registration Number	_____	Registration	_____	_____	_____
Opening Odometer Reading @ 01/04/2021	_____	Fuel	_____	_____	_____
Closing Odometer Reading @ 31/03/2022	_____	Repairs and Maintenance	_____	_____	_____
Or Odometer Reading at Date Sold (if Applicable)	_____	Other Expenses	_____	_____	_____
Number of days in the year when the vehicle was not available for private use by an employee.		Has a logbook been prepared in the last 5 years? If YES please provide the Business Percentage for the Vehicle.		%	
Has the vehicle been disposed?					
Date	_____				
Sale Price	_____				
New Vehicle Register - PLEASE PROVIDE A COPY OF INVOICE					
CAR 1		CAR 2			
Make/model	_____	Make/model	_____		
Was the Car Leased?	Y/N	Was the Car Leased?	Y/N		
Date Purchased	_____	Date Purchased	_____		
Purchase Price (incl GST, excl reg & stamp duty)	_____	Purchase Price (incl GST and excl reg & stamp duty)	_____		
Stamp Duty	_____	Stamp Duty	_____		
Registration & Insurance	_____	Registration & Insurance	_____		

Expense/Property Payments for Employees* (GST Inclusive)

Expenses	\$	Otherwise Deductible? Y/N	Business %	Employee Name
			%	
			%	
			%	
			%	
			%	
			%	
			%	

Meal Entertainment* (GST Inclusive, if applicable)

Entertainment Type	Employees	Associates	Clients	Total
Business Lunches/Dinners				
Food & Drinks consumed by employees travelling on business				
Christmas Party, Friday Night Drinks or Similar Function – Food/Drinks/Taxi Travel				
Tickets to Theatre/Movies/Sporting Events				
Corporate Sporting Days (E.g. Golf/Tennis)				
<p>Have you kept a register of your total meal entertainment expenditure and an appropriate percentage for a continuous 12 weeks?</p> <p>Register Percentage = Total GST Inclusive (where applicable) value of ME fringe benefits to employees and/or associates divided by Total GST inclusive (where applicable) value of ME fringe benefits to All</p>				