

Motor Vehicle Tax Deduction Checklist



Your Full Name:

Date:

If you have incurred motor vehicle expenses in relation to your income earning activities, please complete and return this form to us along with your Individual Income Tax Return Checklist (**Prior** to your appointment if relevant):

Motor Vehicle Details			
Owner and Driver of Vehicle:	Owner	Driver	
Rego No, Make and Type of Vehicle:	Rego	Make	Type
Date Purchased & Year of Vehicle:	Date purchased		Year of Model
Purchase Price:			
Estimated Total Kms Travelled during the Financial Year:			
Estimated Total <u>Work</u> Kms Travelled during the Financial Year:			
Log Book Kept (Please circle):	Yes		No
If Yes ... <i>please bring with you/or provide a copy of the logbook for our records</i>			
Period Log Book Covered:	<i>(Date from and to)</i>		
Total Kms in Log Book Period:			
Work Kms in Log Book Period:			
Your Calculation of Business Use %:	<i>(Work Kms / total Kms)</i>		
How was the vehicle purchase paid for (Please circle)?	Leased	Hire Purchased, Chattel Mortgaged, or Other Loan	No Finance
Running Costs	Total for the Year (incl. GST)	Financed Vehicles	
Fuel:	\$	Please provide a copy of your Lease, Hire Purchase, Chattel Mortgage or Other Loan Agreement (if you haven't provided it previously).	
Registration:	\$		
Insurance:	\$		
Repairs & Maintenance:	\$		
Lease / HP / CM / Loan Payments:	\$		
Interest Paid (if known):	\$		
Other:	\$		

Please follow this example from the Australian Taxation Office on how to fill out your logbook correctly;

Keeping a logbook

Your logbook must cover at least **12 continuous weeks**. If you started using your car for work-related purposes less than 12 weeks before the end of the year, you can extend the 12-week period into the next financial year.

If you are using the logbook method for two or more cars, keep a logbook for each car and make sure they cover the same period.

Your 12 week logbook is valid for 5 years. However, if your circumstances change (eg, you change jobs) and the logbook is no longer representative, you will need to complete a new 12 week logbook.

Your logbook can be electronic or paper. The example below has the details you need to keep.



Car details

Make:

Holden

Model:

Barina

Engine capacity:

2.4L

Registration number:

ABC 123

Journey start date	Odometer reading at start of journey	Journey end date	Odometer reading at end of journey	Reason for the journey	Total kilometres travelled
27 August 2017	10,200km	27 August 2017	10,210km	Private – take kids to school	10km
27 August 2017	10,210km	27 August 2017	10,230km	Private – travel to work	20km
27 August 2017	10,230km	27 August 2017	10,245km	Business – travel to offsite client meeting	15km
27 August 2017	10,245km	27 August 2017	10,260km	Business – return to office	15km
27 August 2017	10,260km	27 August 2017	10,280km	Private – travel from office to home	20km

Calculate your work-related car use

(Complete this section after 12 continuous weeks of logbook use)

Logbook period (dd/mm/yy to dd/mm/yy) 01/09/17 to 21/11/17

a) Calculate the **total** number of kilometres travelled during the logbook period:

4,200km

b) Calculate the number of kilometres you travelled in the course of earning your income during the logbook period:

1,470km

c) Calculate the work-related use by dividing the amount at (b) by the amount at (a). Multiply this figure by 100.

Your business use percentage is: 35%

Once you've calculated your business use percentage, multiply it by your car expenses to figure out your claim.

Car expenses can include running costs such as fuel, oil, and servicing, registration, insurance and vehicle depreciation. You can claim fuel and oil costs based on receipts or you can estimate the expenses based on odometer records that show readings from the start and end of the period you used the car during the year.

You need written evidence for all other expenses for the car.

The **ATO app's myDeductions** tool can be used to record work-related car trips as well as any car expenses. You can share your myDeductions records directly with your agent at tax time. For more information, visit ato.gov.au/mydeductions.