

Fringe Benefits Tax Declaration

01 April 2023 to 31 March 2024

Employee Details

Employee Name:	_____	Employee ID:	_____
Employee Email:	_____	Employee Mobile:	_____
Address:	_____ _____		
Employer:	_____		
Vehicle Make:	_____	Vehicle Model:	_____
Registration:	_____	Contact No:	_____

Complete only the relevant declarations below. Refer to 'How to Complete your Fringe Benefits Tax Declaration' for more information. On completion of this form, please print and sign by hand.

Days Unavailable Declaration

I declare that the above mentioned vehicle was unavailable for personal use for a total of _____ days this FBT year. I have completed the Days Unavailable for Private Use Reckoner on the following pages.	Employee Signature: _____
	Date: ____/____/____

Employee Contribution Declaration

I declare that I contributed payment to motor vehicle expenses for the above mentioned vehicle. I further declare that payment was not made from Pre-Tax/Gross Salary, nor have I claimed a reimbursement for these amounts. The total amount of contributions this FBT year was \$ _____ I attach copies of receipts confirming the total amount of contributions made. <i>Note: This does NOT include post tax contributions through payroll.</i>	Employee Signature: _____
	Date: ____/____/____

Days Unavailable for Private Use

FBT Year: 01 April 2023 to 31 March 2024

Complete, sign and attach this page to your Fringe Benefits Tax Declaration if you are making a Days Unavailable Declaration. If you are **not** making a Days Unavailable Declaration, **you do not need to complete this form.**

Employee Details

Employee Name: _____	Employee ID: _____
Employee Email: _____	Employee Mobile: _____
Address: _____	
Vehicle Make: _____	Vehicle Model: _____
Registration: _____	Contact No: _____

Days Unavailable Declaration

An employee's Reportable Fringe Benefit amount can be reduced where the car is deemed to be unavailable for private use (as defined by legislation and ATO rulings) by an employee or their associate. Associates are broadly defined as spouse, partners, children or relatives.

Definition of Days Unavailable

An employee should only treat a day as unavailable for private use in the following circumstances:

1. You hold a vehicle and you are away from home and the vehicle is garaged on your employer's premises for greater than a full 24-hour period and you have handed the set of keys to your employer's authorised Key Custodian. The Key Custodian must not be authorised to use the vehicle for private purposes and is not to provide the keys to any other person during your absence.
2. The vehicle is in a vehicle repair shop for extensive repairs for a full 24-hour day and the vehicle repairer holds the keys. Evidence from the repairer will be required to confirm the total period for which the vehicle was unavailable for personal use.

The table below should be completed, signed and dated and attached to the Fringe Benefits Tax Declaration (which also must be signed) for the above mentioned vehicle. You should record the total of your Days Unavailable for private use calculated on this form in the "Days Unavailable Declaration" section on the Fringe Benefits Tax Declaration. If, after reading the guidance on this form, you have questions on Days Unavailable for private use, please contact your Company Fleet Manager for further information.

Date vehicle dropped off	Date vehicle collected	Number of Days Unavailable for private use	Key Custodians	Location of vehicle during this period
Total Number of Days Unavailable for private use				

By signing this document, the employee acknowledges that he or she has read and understood the definition above on what constitutes a Day Unavailable for private use and has only recorded days as unavailable for private use that fall within those rules.

I can confirm the above vehicle was unavailable for private use during the period stated and that the set of keys were left with the Employer.	
Employer Signature: _____	Date: ____/____/____

Employee Signature: _____
Date: ____/____/____

Employee Contribution Declaration

Fringe Benefits Tax Declaration **TFM** NOVATED LEASING
DRIVE WITH CONFIDENCE

01 April 2023 to 31 March 31 2024

Employee Details

Employee Name:	Employee ID:
Employee Email:	Employee Mobile:
Address:	
Employer:	
Vehicle Make:	Vehicle Model:
Registration:	Contact No:

Complete only the relevant declarations below. Refer to 'How to Complete your Fringe Benefits Tax Declaration' for more information. On completion of this form, please print and sign by hand.

Days Unavailable Declaration

I declare that the above mentioned vehicle was unavailable for personal use for a total of _____ days this FBT year.	Employee Signature:
I have completed the Days Unavailable for Private Use Reckoner on the following pages.	Date: / /

Employee Contribution Declaration

I declare that I contributed payment to motor vehicle expenses for the above mentioned vehicle. I further declare that payment was not made from Pre-Tax/Gross Salary, nor have I claimed a reimbursement for these amounts.	Employee Signature:
The total amount of contributions this FBT year was \$ _____.	Date: / /
I attach copies of receipts confirming the total amount of contributions made.	
Note: This does NOT include post tax contributions through payroll.	

An Employee Contribution is any eligible vehicle expenditure you have incurred which you have paid from after-tax salary. The table below outlines vehicle expenses that may be claimed as an Employee Contribution.

If you are claiming for Employee Contributions, you will need to complete the Employee Contribution Declaration. You will also be required to attach a copy of your receipts, which must add up to the value you have declared.

You are not required to declare any Employee Contributions made through ECM Method (post tax salary deductions).

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Vehicle Expense	Employee Contribution
Accident Panel Repairs	✓
Car Care (air fresheners & deodorisers, car wax & detergents, leather protection, etc.)	✓
Car Registration & CTP Insurance	✓
Car Washes & Vacuuming	✓
Insurance & Insurance Excess	✓
Motor Club (RACV, NRMA, etc.)	✓
Petrol & Oil	✓
Repairs, Maintenance, Tyres & Routine Servicing	✓
Car Parking (fees or fines)	✗
LPG Gas Conversion	✗
Tolls (road, bridge, e-tag, motorway, freeway, etc.)	✗
Traffic Infringements	✗
Vehicle Options & Upgrades (window tint, towbars, roof racks, floor mats, headlight protectors, seat covers, etc.)	✗

Please note:

The FBT Liability advised to your employer via their Annual FBT Report, is an estimate only and may not be acceptable to the Australian Tax Office if you do not submit this declaration.

Completed Fringe Benefits Tax Declarations must be received no later than 5 April 2024. Declarations received after this date will be disregarded and may result in additional Fringe Benefits Tax Liabilities.

Please return the signed and completed form to:

TFM Novated Leasing
31 Dalmore Drive Scoresby VIC 3179

Email: fbt@tfal.com.au
Telephone: 1300 888 870