



EL DORADO BUSINESS SERVICES P/L

glenn@ebs-tax.com.au---www.ebs-tax.com.au

Mobile: 0400 35 3690

Motor Vehicle Schedule

CLIENT NAME:

CLIENT SIGNATURE:

If you used your vehicle for any work related travel (excluding travel from home to work) then complete this schedule. Work-related car are expenses you incur in the course of performing your job as an employee.

The deductions include the cost of trips between your home and your workplace if:

- you used your car because you had to carry bulky tools or equipment that you used for work and could not leave at your workplace (for example, an extension ladder or cello)
- your home was a base of employment (that is, you started your work at home and travelled to a workplace to continue your work for the same employer)
- you had shifting places of employment (that is, you regularly worked at more than one site each day before returning home).

Work-related car and travel expenses also include the cost of trips:

- between two separate places of employment (for example, when you have a second job)
- from your normal workplace to an alternative workplace while you are still on duty and back to your normal workplace or directly home
- from your home to an alternative workplace and then to your normal workplace or directly home (for example, if you travel to a client's premises to work there for the day).
- meal, accommodation and incidental expenses you incurred while away overnight for work.

There are four methods for calculating work related car claims for tax deductions as follows. We will use the most beneficial method depending on the records you have kept and available.

Method	Minimum Number of kms To be Travelled?	Limit on Deduction?	Written Evidence of Expenses?	What written evidence of business kms travelled is required?
The cents per kilometre	No	5,000 kms	No	Must be able to support estimate of business kms with some diary , notes etc
The logbook method	No	No	Yes	Log book kept for 13 consecutive weeks. Business % is valid for 5 years.



EL DORADO BUSINESS SERVICES P/L

glenn@ebs-tax.com.au---www.ebs-tax.com.au

Mobile: 0400 35 3690

INFORMATION FOR TAX RETURN

Please explain the reasons you were required to use your car for work related purposes

Log Book Kept:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Period Covered:			
Registration No:			
Vehicle Make & Model:			
Owner of Vehicle:			
Driver of Vehicle:			
Total Km Travelled in Financial Year:			
Business Km in Log Book Period:			
Total Km in Log Book Period:			
Your Calculation of Business Use %:			
Date Purchased:	___ / ___ / _____	Purchase Price:	\$
<input type="checkbox"/> Leased <input type="checkbox"/> Hire Purchase <input type="checkbox"/> Paid Cash			
RUNNING COSTS	TOTAL FOR YEAR (including GST)		MONTHLY PAYMENTS
Fuel:	\$		Please e-mail, fax or post to our office a copy of your Hire Purchase / Lease Agreement (if you haven't already).
Registration:	\$		
Insurance:	\$		
Repairs & Maintenance:	\$		
Lease Payments:	\$		\$
HP Payments:	\$		\$
Interest Paid:	\$		
Membership Fees:	\$		
Parking:	\$		
Tolls:	\$		