



ULTIMATE
TAX & ADVISORY

Motor Vehicle Purchase Checklist

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Congratulations on your purchase! We need a number of documents from you to ensure this purchase is recorded correctly for tax purposes. Below is a handy checklist for the documents we require to process your vehicle purchase.

Once completed, please email the completed checklist and accompanying documents to office@ultimate-tax.com.au. Alternatively you can print this out and mail the documents to us.

Purchase Documents

Please provide:

Tax invoice from dealership

(If not from dealership) Department of Transport transfer documents and stamp duty levy

(If financed) Signed complete loan contract including pages showing loan repayment time-frame and amount, total interest payable, etc.

ATO Compliance Documents

Please provide:

Business use purpose for the vehicle

Who will use the vehicle predominately

Please name the person (director name, employee name, family member name, etc.)

Where will the vehicle be kept overnight

Please provide the address

Valid 12-week log book stating business use % (recommended even for commercial vehicles)



If employees will be utilising the vehicle:

Develop a written policy for employee use of vehicle

Signed declaration from each employee for terms of use of the vehicle

***Note:** Please send the above items to us ASAP. Do not wait for the logbook to be completed before sending us the above items on the checklist

***Please note:** FBT may apply pending usage of the vehicle.