

Fringe Benefits Tax (FBT) Checklist

 08 6144 3370 
www.ultimate-tax.com.au 
office@ultimate-tax.com.au 

 1/2 Walcott St, Mount Lawley 6050 

 PO Box 554, Mount Lawley WA 6929 

Please complete this checklist regarding any benefits provided to employees or associates (including directors) so we may assess the FBT treatment of these items FBT Year is from 1 April - 31 March each year.

Once completed, you may email the completed copy and accompanying documents to us at office@ultimate-tax.com.au or print out and mail the documents to us.

*Please note for the purpose of this document 'associate' refers to a relative of an employee/director/shareholder such as spouse or child.

Motor Vehicle Benefits

☐ Did you provide any motor vehicles to employees or associates (including directors) that were used for private use? If yes, please provide the following for each vehicle:

Vehicle Details	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Make				
Model				
Rego Number				
Odometer Reading 1 April				
Odometer Reading 31 March				
Business use purpose of vehicle				
Person predominately using the vehicle				
Address vehicle is stored overnight				
Is this a shared or pool vehicle?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

If employees or associates (including directors) 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
- ☐ Valid 12-week log book stating business use % (recommended even for commercial vehicles)
- ☐ Provide odometer readings at start and end of FBT year  [LOGBOOK TEMPLATE](#)

Car Parking Benefits

- ☐ Did you provide any car parking benefits (or facilities) to employees or associates (including directors)

If yes, please provide details:

Date	Amount	Description

*Please note exemptions may apply for small business owners if your business income is less than \$10 million and the car park provided is not a commercial car park station.

Entertainment

- ☐ Have you provided any form of entertainment to employees or associates (including directors) such as restaurant meals, end of year parties, alcohol, tickets to events etc where the cost was more than \$300 per person?

If yes, please provide details:

Date	Amount	Description

*Please note exemptions may apply if employees were required to pay to attend the event, if so, please include details above.

Loan Benefits

- ☐ Have you provided any loans/advances to an employees or associates (including directors) during the year?

If yes, please provide details:

- | | |
|---|--|
| ☐ Name of employee/associate who loan was given to | |
| ☐ Date loan commenced | |
| ☐ Loan amount | |
| ☐ Interest rate | |
| ☐ Details of any repayments made | |
| ☐ Purpose of the loan | |
| ☐ If the debt has been forgiven/written off, please provide further details including why and amount | |

Housing, Living Away From Home Allowance or Board

Did you or an associate provide any of the following:

- ☐ Accommodation or housing to an employee
- ☐ Pay a living away from home allowance (LAFHA)
- ☐ Any property provided to employees or associates (including directors) free or at a discount price?

If yes, please provide details:

Date	Amount	Description

Employee Visa/Sponsorship Costs

- ☐ Have you paid for any visa or sponsorships?
- If yes, please provide details:

Date	Amount	Description

Other Benefits

- ☐ Have you paid for or reimbursed employees or associates (including directors) for any personal/private expenses?
- If yes, please provide details:

Date	Amount	Description

- ☐ Have you provided any other benefits to employees or associates not mentioned above?
- If yes, please provide details:

Date	Amount	Description

Liability limited by a scheme approved under Professional Standards Legislation.

All content, information and materials (including oral and written) delivered, broadcast, performed or disseminated at any seminars, conferences, webinars, and other public events hosted by Ultimate SK Pty Ltd trading as Ultimate Tax & Advisory (Ultimate Tax & Advisory) are of a general commentary nature only. Such content, information and materials do not constitute personal or general financial or taxation advice and should not be relied upon by the viewer for any such purposes. Ultimate Tax & Advisory does not warrant or represent that any content, information and materials is suitable for any specified purpose or for any specified individual and specifically disclaims all liability in respect of any reliance placed on any such content, information and materials by any third parties.