

FRINGE BENEFITS TAX QUESTIONNAIRE FORM 1

TOWARDS A VISION SHARED



Please return the Questionnaire and the relevant forms by **Monday 16 April 2018** and thank you for your time in completing this questionnaire.

Business Name:

Form prepared by:

E-mail

Date:

Important! In order to determine which ones are applicable to your business for the year please respond to ALL of the following questions.

If there are any expenses paid for or on behalf of your employees and you are not sure which category they fit into or not covered in this questionnaire, please list them at item 5 'Additional Comments'. We will contact you on the above email to discuss this and any other items further.

1. Motor Vehicle Benefits (Please also complete the Motor Vehicle Schedule - Form 2 & Form 3)

	Yes	No
1.1 Do you provide a motor vehicle to employees (including working directors)?		
1.2 Have you purchased any motor vehicles during the FBT year?		
1.3 Have you disposed of any motor vehicles during the FBT year?		
1.4 Have you paid out lease residuals / refinanced cars during the FBT year?		
1.5 Have you taken a record of the Odometer Reading at 31 March 2018 for each motor vehicle provided to employees or associates? (Please list on Motor Vehicle Schedule)		
1.6 Do you pay expenses for any employee's or associate's personal motor vehicles (e.g. fuel) ?		
1.7 Do you reimburse any lease payments?		

2. Expense Payments (Please also complete the Expense Payments Schedule - Form 4)

	Yes	No
2.1 Have you paid any expenses on behalf of employees or associates that they would not be able to claim a deduction for personally?		
2.2 Have you reimbursed employees or associates for any expenses paid by them that they would not be able to claim a deduction for personally? For example: Home telephone, electricity, internet, school fees, health insurance, debit/credit cards etc. If you have any of these items please list on separate worksheet.		

3. Meal & Entertainment (Please also complete the Entertainment Schedule - Form 5)

	Yes	No
3.1 Have you paid any meal and entertainment expenses for employees or associates? For example : Christmas parties, business lunches, tickets to sporting events, restaurant/travel vouchers etc		

4. Other benefits

There are a number of additional items which may be subject to fringe benefits tax if provided to an employee. Please contact Collins & Co should any of the following apply to your business.

	Yes	No
4.1 Have you provided a loan to an employee and this amount remains outstanding to 31 March 2018?		
4.2 Have you released any employees from repaying a debt that they previously owed to you?		
4.3 Have you provided an employee with the right to use a dwelling you own as their residence? (includes houses, flats, units, hotels, guesthouses etc.)		
4.4 Have you provided an employee with an allowance when they are required to live away from home to compensate for any additional expenses or disadvantages they may incur?		
4.5 Have you provided an employee with goods for free or at a discounted rate? This includes providing them with goods that you would ordinarily sell as part of your business.		
4.6 Have you provided car parking facilities to employees where there is a commercial car parking station within one kilometre of your business?		

5. Additional Comments

6. Additional Items For Your Attention

If you already have a summary of expenses or motor vehicle information itemised by motor vehicle please provide this rather than filling in the operating costs listed on the Motor Vehicle Schedule. (I.e detailed general ledger print outs from your Accounting Software).

- a. Travel from home to place of business is not work related travel
- b. Log books are valid for 5 years unless the nature of work/travel changes, i.e business travel reduces or increases significantly (salesman no longer on the road, working more from the office or contract changes)
- c. Utility vehicles (in particular dual cabs) are not automatically exempt from Fringe Benefits Tax.

d. Exempt Fringe Benefits

There are a number of exempt fringe benefits which can be provided to employees such as tablets, mobile phones and laptop computers providing they are predominantly used for work related purposes.

There are also guidelines to determine whether work functions and travel fall outside the Fringe Benefit rules. Please let us know if you have incurred these expenses on behalf of your employees and associates so we can take a closer look at the FBT Treatment of these expense.