



Enlist Pty Ltd
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Odometer Reading Declaration

Name: Employer:

Vehicle: Registration:

Please email, fax or post this form to Enlist.

Email	Fax	Post
Info@enlist.com.au	03 9860 0699	PO Box 7446 St Kilda Rd VIC 8004

Failure to return this form to Enlist will delay the final reconciliation of your Salary Package Account and may result in FBT being calculated at the highest statutory rate in accordance with your Employer's policy.

Reason for Submitting Odometer Declaration:

Please tick one of the following options.

Terminating Employment: Residual Payout Due: Paying out lease contract:

Employee Declaration:

I declare that I have provided a true and accurate kilometre reading on the date recorded below. I understand that this Declaration is required by my Employer to satisfy the Australian Taxation Office in regard to the amount of Fringe Benefits Tax (FBT) to be paid by my Employer as a result of providing a motor vehicle benefit to me. I also understand that the actual FBT amount will be compared to the FBT provisions and/or post tax contributions deducted from my salary throughout the year. If there is additional FBT owed by my Employer which cannot be sufficiently covered by the final reconciled balance in my Salary Package Account then I will be required to repay the excess FBT cost.

I acknowledge that I may be charged for any fines, penalties and or additional FBT incurred by my Employer that may arise from false or misleading declarations made by myself.

As at the odometer reading for the above-stated vehicle was Km
 (Insert date) (Odometer Reading)

Signature: Name: Date:

Days Unavailable for Private Use overleaf



Days Unavailable for Private Use:

If you are entitled to claim "Days Unavailable for Private Use" you must complete this section and submit this form to your Employer with supporting documentary evidence. The supporting documentation must be acceptable to your Employer and appropriate to satisfy the ATO that the vehicle was unavailable for private use by you or your associates during the specified period. It is important that you understand your Employer's policies and refer to the ATO rulings to properly understand the definition of what constitutes "Days Unavailable" before you complete this section. Enlist has included a brief definition on the reverse side of this declaration.

Date vehicle stored:	Employee Signature:	Date:
Date vehicle collected:		
Total days: (excluding drop off & collection days)	Employer's Authorised Representative:	
	Signature of Authorised Representative:	Date:
Reason for "Days Unavailable": (e.g. accident repairs)		

What constitutes "Days Unavailable for Private Use"?

The Australia Taxation Office (ATO) considers that a vehicle is not available for private use when the employee or associates of the employee do not have access to the vehicle and do not have access to the vehicle keys. The rules and criteria that govern "Days Unavailable" are strict and it is often difficult to properly substantiate "Days Unavailable".

The ATO requires for a vehicle to be securely stored at the employer's premises or an alternate premises which has a formal arrangement with the employer. This arrangement requires the storage facility to store the vehicle and to prohibit the employee from having access for private use of the vehicle. The vehicle keys should also be retained in the possession of the employer or the approved storage facility. The employer needs to maintain a log to record the dates when the vehicle is stored and collected.

It is not possible to claim part days. The vehicle must be unavailable for periods greater than 24 hours from midnight to midnight. This immediately precludes inclusion of days when vehicles are stored and collected.

It may be possible to claim "Days Unavailable" for periods when a vehicle is in a repair shop due to an accident. It is generally not possible to claim when vehicles are undergoing scheduled services or voluntarily placed into panel beaters or mechanical repairs.

For more information please refer to the ATO rulings and contact your employer to ensure you properly understand the tax guidelines and your employer's policies.