

2014 FRINGE BENEFIT TAX COMPLIANCE CHECKLIST



NAME OF ENTITY / BUSINESS:

This AAR Consulting Fringe Benefit Tax Checklist has been prepared to determine whether a 2014 FBT Return needs to be lodged for your business, with the Australian Taxation Office.

It would be appreciated if you could complete the checklist below by marking the relevant boxes, and return it with your relevant information to our office.

Reference to an **associate** includes a relative, partner, spouse or child

Reference to an **employer** includes a director, trustee, or partner

Reference to **employees** include past, present and future employees

	Criteria	Yes	No	Unsure
1	Are you an employer registered for Pay As You Go Withholding ?			
2	Did you engage or make any payments to sub contractors during the period 1 April 2013 to 31 March 2014 ?			
3	Did you (i.e. the employer) use a motor vehicle which is owned by the the business for period 1 April 2013 to 31 March 2014 ? <i>*If you answered 'No', go to question 6</i> <i>*If you answered 'Yes', proceed to the question 4</i>			
4	Did you (i.e. the employer) use the motor vehicle for the following: • 100% business use <i>*If you answered 'Yes', to 100% Business use, go to question 6</i>			
	• Private & business use (You must provide both a business and private percentage use for the motor vehicle) Private _____ % Business _____ % <i>*If you answered 'Yes', to both private and business use, proceed to question 5</i>			
5	If you (i.e. the employer) have used the motor vehicle for both private & business use, please provide the following information during period 1 April 2013 to 31 March 2014 and indicate the motor vehicle type and odometer reading as at 31 March 2014. Registration & Car Details : _____ Odometer Reading 1 April 2013 : _____ Odometer Reading 31 March 2014 : _____ Purchase Price (Inc GST) : _____ Please provide a summary of the expenses paid during the 2014 FBT year and a copy of the logbook completed, if applicable. Registration & Licensing : \$ _____ (Inc GST) Fuel & Oil : \$ _____ (Inc GST) Repairs & Maintenance : \$ _____ (Inc GST) Insurance : \$ _____ (Inc GST) Other : \$ _____ (Inc GST)			

	Criteria	Yes	No	Unsure
6	<p>Did you provide any employee/s or their associates with the use of a motor vehicle which is owned by the business during period 1 April 2013 to 31 March 2014 ?</p> <p><i>*If you answered 'No', go to question 9</i> <i>*If you answered 'Yes', please provide the date that you entered into the commitment, and proceed to question 7.</i></p>			
		Date: / /		
7	<p>Did an employee/s or their associates use the motor vehicle for the following:</p> <ul style="list-style-type: none"> • 100% business use <i>*If you answered 'Yes', to 100% Business use, go to question 9</i> • Private & business use (You must provide both a business and private percentage use for the motor vehicle) <p>Private _____ %</p> <p>Business _____ %</p> <p><i>*If you answered 'Yes', to both private and business use, proceed to question 8</i></p>			
8	<p>If your employee/s or their associates have used the motor vehicle for both private & business use, please provide the following information during period 1 April 2013 to 31 March 2014 and indicate the motor vehicle type and odometer reading as at 31 March 2014</p> <p>Agreement / Contract Date : _____</p> <p>Registration & Car Details : _____</p> <p>Odometer Reading 1 April 2013 : _____</p> <p>Odometer Reading 31 March 2014 : _____</p> <p>Purchase Price (Inc GST) : _____</p> <p>Please provide a summary of the expenses paid during the 2014 FBT year and a copy of the logbook completed, if applicable.</p> <p>Registration & Licensing : \$ _____ (Inc GST)</p> <p>Fuel & Oil : \$ _____ (Inc GST)</p> <p>Repairs & Maintenance : \$ _____ (Inc GST)</p> <p>Insurance : \$ _____ (Inc GST)</p> <p>Other : \$ _____ (Inc GST)</p>			
9	<p>Did you make any changes to your pre-existing commitment entered before 10 May 2011 (e.g. paying out a lease residual, refinance a car and salary package) associated with the motor vehicle?</p> <p><i>If yes, please provide details:</i></p>			
10	<p>Did you release an employee or their associate from the obligation to repay an outstanding debt during the period 1 April 2013 to 31 March 2014 ?</p> <p><i>If yes, please provide details:</i></p>			
11	<p>Did you make a loan to an employee or their associate during the period 1 April 2013 to 31 March 2014, or, did you have any outstanding loans to employees as at 31 March 2014 ?</p> <p><i>Note: loan includes an advance of money and the provision of credit and overpayment of wages to an employee who is not legally entitled to it.</i></p> <p><i>If yes, please provide details:</i></p>			
12	<p>Did you provide a car parking bay / space to an employee or their associate during the period 1 April 2013 to 31 March 2014 ?</p> <p><i>If yes, please provide details:</i></p>			

	Criteria	Yes	No	Unsure
13	Did you pay or reimburse, in whole or in part, any expenses incurred by an employee or their associate (whether private or business) during the period 1 April 2013 to 31 March 2014? <i>If yes, please provide details:</i>			
14	Did you grant an employee or their associate with the right to occupy a unit of accommodation as their <i>normal</i> residence during the period 1 April 2013 to 31 March 2014 ? <i>If yes, please provide details</i>			
15	Did you require employees to live away from their <i>normal</i> residence for work purposes (i.e. you have relocated them to another town or city for work during the period 1 April 2013 to 31 March 2014)? <i>If yes, please provide details: (e.g. substantiation of entire expense incurred for the employees)</i>			
16	Did you provide allowances to your employees, or have you reimbursed them for the expenses incurred by them whilst they were living away from home? <i>If yes, please provide details:</i>			
17	Did you make a payment to an employee in the nature of compensation for additional expenses or disadvantages suffered as a result of the employee being required to live away from their usual place of residence (i.e. a living away from home allowance) during the period 1 April 2013 to 31 March 2014 ? <i>If yes, please provide details:</i>			
18	Did you provide free or discounted air travel to an employee or their associate during the period 1 April 2013 to 31 March 2014? <i>If yes, please provide details:</i>			
19	Did you provide a gift card / voucher over the value of \$300 to an employee during the period 1 April 2013 to 31 March 2014 ? <i>If yes, please provide details:</i>			
20	Did you provide entertainment by way of food, drink, recreation (e.g. business meals, Friday night drinks at work, use of a corporate box, sporting event, movie tickets), travel or accommodation in connection with the purpose of facilitating entertainment to an employee or their associate during the period 1 April 2013 to 31 March 2014 ? <i>If yes, please provide details:</i>			

	Criteria	Yes	No	Unsure
21	<p>Did you provide property to an employee or their associate for free or at a discount during the period 1 April 2013 to 31 March 2014?</p> <p><i>*Note: property includes goods, land & buildings, shares, real property & a chose in action. If yes, please provide details:</i></p>			
22	<p>Did you allow a third party (e.g. supplier) to provide non cash benefits to any employees during the period 1 April 2013 to 31 March 2014?</p> <p><i>If yes, please provide details:</i></p>			
23	<p>Did you provide any benefits or concessions to expatriate workers during the period 1 April 2013 to 31 March 2014 ?</p> <p><i>If yes, please provide details:</i></p>			
24	<p>Did you provide any employees with 2 or more items that have identical functions?</p> <p><i>*Note: Items includes laptops, tools of trade anything that is used for work related purposes</i></p> <p><i>If yes, please provide details:</i></p>			
25	<p>Did you have a salary package arrangement with any of your employees (e.g. novated lease agreements, additional superannuation contributions, home loan repayments, child care payments)?</p> <p><i>If yes, please provide details:</i></p>			
26	<p>Did you provide an employee or their associate with any other benefit not covered by any of the above questions during the period 1 April 2013 to 31 March 2014?</p> <p><i>If yes, please provide details:</i></p>			
27	<p>Did you receive any contributions from any employee in respect of any of the benefits listed above?</p> <p><i>If yes, please provide details:</i></p>			

Thank you for completing the 2014 FBT Compliance Checklist.