MOTOR **VEHICLE**

|  |  |
| --- | --- |
| BUSINESS NAME: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | MOTOR VEHICLE 1 | MOTOR VEHICLE 2 | MOTOR VEHICLE 3 | MOTOR VEHICLE 4 |
|  | Name of Employee |  |  |  |  |
|  | Vehicle Description *make, model and rego* |  |  |  |  |
| **If vehicle purchased through year** | Date purchased |  |  |  |  |
| Purchase Price (inc. GST) *provide tax invoice* |  |  |  |  |
| Method of purchase *provide copy of the contract* | hire purchase / lease / cash | hire purchase / lease / cash | hire purchase / lease / cash | hire purchase / lease / cash |
| **If vehicle was sold through year** | Date sold |  |  |  |  |
| Sale Price (inc. GST) *provide copy of invoice/trade papers* |  |  |  |  |
| Odometer Reading as at **1 April 2024** *when first used* |  |  |  |  |
| Odometer Reading as at **31 March 2025** *when last used* |  |  |  |  |
| Business Use Percentage *as per logbook* |  |  |  |  |
| Days unavailable for use *repairs, overnight office parking* |  |  |  |  |
| **Operating Expenses\*** for period 01.04.2024 -31.03.2025 (Inc. GST) | Lease Payments *excl. hire purchase or loan repayments* |  |  |  |  |
| Fuel and Oil Costs |  |  |  |  |
| Repairs and Maintenance |  |  |  |  |
| Registration |  |  |  |  |
| Insurance |  |  |  |  |
| Other Expenses *aircon, stereos etc* |  |  |  |  |
| Expenses paid personally by employee/director |  |  |  |  |
| Are these expenses in the above operating costs listing? | Yes / No | Yes / No | Yes / No | Yes / No |
| **Shared Cars (excludes 1 tonne plus carrying capacity vehicles)**  **(shared cars are not reportable in an employee’s payment summary)** | Whether the vehicle is treated as shared vehicle? | Yes / No | Yes / No | Yes / No | Yes / No |
| If Yes, please provide the name of the employee/s with whom it is been shared? |  |  |  |  |
| If Yes, please provide the period during which it is been shared? |  |  |  |  |

\*No need to complete if you’re providing computerised accounting records