

MOTOR VEHICLE

BUSINESS NAME:

| | MOTOR VEHICLE 1 | MOTOR VEHICLE 2 | MOTOR VEHICLE 3 | MOTOR VEHICLE 4 |
|--|--|------------------------------|------------------------------|------------------------------|
| Name of Employee | | | | |
| Vehicle Description <i>make, model and rego</i> | | | | |
| If vehicle purchased through year | Date purchased | | | |
| | Purchase Price (inc. GST) <i>provide tax invoice</i> | | | |
| | Method of purchase <i>provide copy of the contract</i> | hire purchase / lease / cash | hire purchase / lease / cash | hire purchase / lease / cash |
| If vehicle was sold through year | Date sold | | | |
| | Sale Price (inc. GST) <i>provide copy of invoice/trade papers</i> | | | |
| | Odometer Reading as at 1 April 2024 <i>when first used</i> | | | |
| | Odometer Reading as at 31 March 2025 <i>when last used</i> | | | |
| | Business Use Percentage <i>as per logbook</i> | | | |
| | Days unavailable for use <i>repairs, overnight office parking</i> | | | |
| Operating Expenses* for period 01.04.2024 - 31.03.2025 (Inc. GST) | Lease Payments <i>excl. hire purchase or loan repayments</i> | | | |
| | Fuel and Oil Costs | | | |
| | Repairs and Maintenance | | | |
| | Registration | | | |
| | Insurance | | | |
| | Other Expenses <i>aircon, stereos etc</i> | | | |
| | Expenses paid personally by employee/director | | | |
| | Are these expenses in the above operating costs listing? | Yes / No | Yes / No | Yes / No |
| Shared Cars (excludes 1 tonne plus carrying) | Whether the vehicle is treated as shared vehicle? | Yes / No | Yes / No | Yes / No |
| | If Yes, please provide the name of the employee/s with whom it is been shared? | | | |

| | | | | | |
|--|--|--|--|--|--|
| <p>capacity vehicles) (shared cars are not reportable in an employee's payment summary)</p> | <p>If Yes, please provide the period during which it is been shared?</p> | | | | |
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*No need to complete if you're providing computerised accounting records