

# Odometer Reading Declaration (Includes Logbook & Days Unavailable Declarations)

Name:

Employer:

Vehicle:

Registration:

Please complete Section 1 of this Declaration and press "Submit" button below.

Do not complete Section 2 or Section 3 unless you intend to claim "Logbook Business Use" and/or you intend to claim "Days Unavailable".

If completing Section 2 and/or Section 3 then you **MUST** arrange for your employer to counter-sign the respective section before submitting to Enlist. Enlist will not accept "Logbook" or "Days Unavailable" declarations unless they are counter-signed by your employer's authorised representative.

**Failure to return this declaration to Enlist may 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:

Un-Novating:

## SECTION 1 – Closing Odometer Reading 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:

Date:

## SECTION 2 – Logbook (Business Use) Declaration

**Do not complete this section unless your Employer has given consent for the Logbook FBT method to be used.** A logbook with supporting diary records must be maintained for a twelve (12) consecutive week period.

This section must be counter-signed by your employer's authorised representative.

### EMPLOYEE DECLARATION

I,....., declare that I have kept a logbook and supporting diary records for twelve consecutive weeks. I also declare that the business use percentage stated below is true and correct.

My annual business use percentage is: \_\_\_\_\_ %

Employee Signature:

Date:

### EMPLOYER DECLARATION

I, ..... , am authorised to represent the Employer and I declare that the above stated business use percentage has been verified and the employee has been granted permission to use the logbook method for FBT calculation purposes.

Employer Signature:

Date:

