

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 2020 <i>when first used</i>			
	Odometer Reading as at 31 March 2021 <i>when last used</i>			
	Business Use Percentage <i>as per log book</i>			
	Days unavailable for use <i>repairs, overnight office parking</i>			
Operating Expenses* for period 01.04.2020 - 31.03.2021 (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

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