

Fringe Benefits Tax Information Gathering Questionnaire As at 31 March 2024

Client:

Date

Thank you for investing the time to complete this questionnaire.
Please return this questionnaire and the relevant forms from our website to us by 1 May 2024.
<https://www.ashfords.com.au/news/fringe-benefits-tax/>

About Fringe Benefits Tax

There are many different types of Fringe Benefits to consider. In order to determine which ones are applicable to your business for the year please respond to the following questions.

1. Benefits Paid	Yes	No	?
1.1 Has any non-cash benefit been provided during the year to past, present or future employees (including associates) or third party arrangements to employees or their associates such as providing a company maintained car or low interest loan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Car Benefits (Forms 3 & 4 on our website)			
2.1 Do you provide a car to employees (including working directors)? <i>If yes, please complete Form 3 – Vehicles Held Schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Have you disposed of any motor vehicles during the FBT year? <i>If yes, please complete Form 3 – Vehicles Held or Sold Schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Have you purchased any motor vehicles during the FBT year? <i>If yes, please complete Form 4 – Vehicles Purchased Schedule</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Have you taken a record of the Odometer Reading at 31/03/24 for each car provided to employees or associates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Do you pay expenses for any employee's or associate's personal vehicles (e.g. fuel)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Do you reimburse lease payments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Have you sold a motor vehicle to an employee at less than market value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Have any motor vehicle leases been renewed, extended or paid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Did you provide an Electric Vehicle to your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Loan Benefits			
3.1 Have you provided any loans to employees or directors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Debt Waiver			
4.1 Have you released any employees from a debt that was previously owed to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Expense Payment (form 6 on our website)			
5.1 Have you paid any expenses on behalf of employees or directors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Have you reimbursed employees or directors for any expenses paid by them? <i>If yes, please complete Form 6 – Expense Payments Benefits.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Housing			
6.1 Has any employee or director been provided with a right to use a dwelling as their usual place of residence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Board			
7.1 Do you provide meals to employees or directors as a result of an industrial award or under an employment arrangement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Living Away From Home Allowance			
8.1 Do you provide employees or directors with an allowance when they are required to live away from their usual place of residence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Airline Transport Benefits			

9.1	Do you provide employees or directors (in the travel industry) with free or discounted airline travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Property Benefits				
10.1	Do you provide property or goods to employees or directors that are normally sold as part of the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Do you provide property or goods to employees or directors that are not normally sold as part of the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Car Parking				
11.1	Do you provide car parking facilities to employees or directors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Is there a commercial all-day car park within a kilometre radius that charged more than \$ 10.40 per day at the beginning of the FBT year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Entertainment (form 2 on our website)				
12.1	Have you paid any entertainment expenses? <i>If yes, complete Form 2 - Entertainment Expense Schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Residual Benefits		Yes	No	?
13.1	Have you paid any other benefits to employees or directors not included in the above? <i>If yes, please provide details below:</i> _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Record Keeping				
14.1	Have you reviewed your cash book and/or financial statements to ensure all employee Fringe Benefits have been brought to account during the FBT tax year from 1 April 2023 to 31 March 2024?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Signature : _____

Date: _____