

## Fringe Benefits Checklist

Please carefully consider whether any fringe benefits have been provided to employees, including employee's partners and family members, directors, shareholders and beneficiaries. If so, you may be liable to fringe benefits tax.

**IMPORTANT: This list provides examples of common fringe benefits - it is not exhaustive and should be used as a guide only. Some benefits listed below may be exempt if certain conditions are met. Please call our office for full details.**

### Motor Vehicle Benefits

- Car provided to employee
- Car *available* for employee private use (does not matter that it is not actually used)
- Lease or hire purchase payments reimbursed by employer
- Other reimbursement of employee's car expenses
- Sale of motor vehicle to employee at less than market value

### Meal Entertainment Benefits

- Entertainment by way of food or drink with or without clients (eg lunches, Christmas function, cocktail functions, entertaining clients)
- Accommodation or travel in connection with the provision of entertainment by way of food or drink (eg taxi or bus fare to and/or from function).

### Other Entertainment Benefits

- Recreation / leisure provided to employee (eg tickets to sporting and theatrical events, lease of corporate box, golf days, musicians and DJs at functions)
- Reimbursement of entertainment expenditure incurred by an employee

### Car Parking

- Employer provides car parking (on premises or elsewhere) to employee, and a commercial all-day car park is within one kilometre radius charging more than \$6.62 (TD 2006/37) for all day parking

### Property Benefits

- Employer provides property/goods/service at less than market value to employees which are normally sold as part of employer's business
- Other goods or services supplied to an employee (eg gifts, computer, electricity supply)

### Expense Payments

- Payment or reimbursement of an expense incurred or paid for by the employee (eg school fees, relocation expenses, medical expenses, rates and taxes, home telephone / mobile costs)
- Allowances
- Living Away from Home Expenses

### Loan Benefits

- Loan to an employee (even if now re-paid in full)
- Advance to employee to meet expenses (even if now re-paid in full)

### Debt Waiver

- Employer releases an employee from a debt

### Housing

- Accommodation (temporary or permanent) provided at cheap or no cost
- Payment or reimbursement of rent expense or mortgage payments

### Living Away from Home Allowance

- Employer pays an employee an allowance to compensate for additional expenses due to living away from their usual place of residence.



### Other Benefits (Residual)

- A benefit not covered above
- Provision of certain childcare facilities for employees
- Use of employer's equipment by employee

## Fringe Benefits Information Requirements

### Car Fringe Benefits

- Odometer readings at 31 March (refer attached schedule)
- Logbook business percentages for any new logbooks kept during the year ended 31 March
- For all motor vehicle expenses, repayments and transactions: general ledger printouts or a schedule of transactions for the period 1 April to 31 March noting: -
  - Details of each transaction including date, what it was for, how much was paid etc
  - Indicate whether each amount listed is GST-inclusive or GST-exclusive
  - GST-free benefits
  - Input taxed benefits
- Details of any employee contributions towards the provision and upkeep of the car that were not reimbursed by the employer (eg employee pays for petrol and does not get reimbursed for it).
- Name of employee for each benefit provided
- For motor vehicles purchased during the year:
  - Date of purchase
  - Purchase price – indicate whether this is GST inclusive or exclusive
  - GST included in purchase price
  - Stamp duty / transfer fees
- For motor vehicles sold (or traded in) during the year:
  - Date of sale
  - Sale price – indicate whether this is GST inclusive or exclusive
  - GST included in sale price

### Meal Entertainment Benefits

- General ledger printouts or a schedule of transactions for the period 1 April to 31 March noting:
  - Details of each transaction including date, what it was for, how much was paid etc
  - Indicate whether each amount listed is GST-inclusive or GST-exclusive
  - GST-free benefits
  - Input taxed benefits
- Full details of the entertainment including location, what it was for, who attended
- Full details of any travel provided in connection with the meal entertainment (eg taxi, bus or airfare provided to / from function)
- If the 50/50 Split Method is **not** to be used, we require the number of employees (including directors), number of employee partners / family members, and number of clients/non-employees who attended.

### All Other Fringe Benefits

- General ledger printouts or a schedule of transactions for the period 1 April to 31 March noting:
  - Details of each transaction including date, what it was for, how much was paid etc
  - Indicate whether the amount indicated is GST-inclusive or GST-exclusive
  - GST-free benefits
  - Input taxed benefits
- Name of employee for each benefit provided
- Details of employee contributions made towards the payment or provision of the benefit that were not reimbursed by the employer.