01 April 2023 to 31 March 2024

Employee Details

Employee Name: Employee Email: Address:	
Employer:	Vehicle Model:
Registration:	Contact No:

Complete only the relevant declarations below. Refer to 'How to Complete your Fringe Benefits Tax Declaration' for more information. On completion of this form, please print and sign by hand.

Days Unavailable Declaration

I declare that the above mentioned vehicle was unavailable for personal use for a total of days this FBT year.	Employee Signature:	
I have completed the Days Unavailable for Private Use Reckoner on the following pages.	Date: / /	

Employee Contribution Declaration

I declare that I contributed payment to motor vehicle expenses for the above mentioned vehicle. I further declare that payment was not made from Pre-Tax/Gross Salary, nor have I claimed a reimbursement for these amounts. The total amount of contributions this FBT year was \$	Employee Signature:
I attach copies of receipts confirming the total amount of contributions made. Note: This does NOT include post tax contributions through payroll.	Date: / /

FBT Year: 01 April 2023 to 31 March 2024

Complete, sign and attach this page to your Fringe Benefits Tax Declaration if you are making a Days Unavailable Declaration. If you are **not** making a Days Unavailable Declaration, **you do not need to complete this form.**

Employee Details

Employee Name:	Employee ID:
Employee Email:	Employee Mobile:
Vehicle Make:	Vehicle Model: Contact No:

Days Unavailable Declaration

An employee's Reportable Fringe Benefit amount can be reduced where the car is deemed to be unavailable for private use (as defined by legislation and ATO rulings) by an employee or their associate. Associates are broadly defined as spouse, partners, children or relatives.

Definition of Days Unavailable

An employee should only treat a day as unavailable for private use in the following circumstances:

- 1. You hold a vehicle and you are away from home and the vehicle is garaged on your employer's premises for greater than a full 24-hour period and you have handed the set of keys to your employer's authorised Key Custodian. The Key Custodian must not be authorised to use the vehicle for private purposes and is not to provide the keys to any other person during your absence.
- 2. The vehicle is in a vehicle repair shop for extensive repairs for a full 24-hour day and the vehicle repairer holds the keys. Evidence from the repairer will be required to confirm the total period for which the vehicle was unavailable for personal use.

The table below should be completed, signed and dated and attached to the Fringe Benefits Tax Declaration (which also must be signed) for the above mentioned vehicle. You should record the total of your Days Unavailable for private use calculated on this form in the "Days Unavailable Declaration" section on the Fringe Benefits Tax Declaration. If, after reading the guidance on this form, you have questions on Days Unavailable for private use, please contact your Company Fleet Manager for further information.

Date vehicle dropped off	Date vehicle collected	Number of Days Unavailable for private use	Key Custodians	Location of vehicle during this period
Total Number of for private use	Days Unavailable			

By signing this document, the employee acknowledges that he or she has read and understood the definition above on what constitutes a Day Unavailable for private use and has only recorded days as unavailable for private use that fall within those rules.

I can confirm the above vehicle was unavailable for private use during the period stated and that the set of keys were left with the Employer. Employer Signature:	Employee Signature:
Date:/ /	Date:/

Novated Leasing is a product of TFM. TFM is Toyota Fleet Management a division of Toyota Finance Australia Limited ABN 48 002 435 181, AFSL and Australian Credit Licence 392536. A member of the Toyota Group of Companies.

Minimising your FBT Liability

To assist in calculating your Fringe Benefits Tax (FBT) Liability for the last FBT year, we need you to complete FBT Declarations. These declarations assist your employer and Toyota Fleet Management in calculating your FBT Liability. It also ensures that your FBT Liabilities are minimised.

Days Unavailable Declaration

Whenever the vehicle is not available for personal use for more than a 24-hour period, in the circumstances set out below, you can claim for Days Unavailable which reduces the FBT Liability. Days Unavailable DO NOT reduce the kilometres per annum, used to determine the FBT Statutory Rate.

Example of Days Unavailable

Your vehicle is being repaired for accident and you drop the vehicle off at the repairer on Monday 11 March and collect the vehicle on Friday 15 March. You will only be able to claim 3 Days Unavailable as you had use of the vehicle on the Monday and Friday. Tuesday, Wednesday and Thursday are the only whole days on which the vehicle was unavailable for full use.

You may claim Days Unavailable in the following circumstances:

Vehicle being repaired	Evidence from the repairer will be required to confirm the total period for which the vehicle was unavailable for personal use.
	The days on which the vehicle is dropped off and collected for repair are not claimable, as you have personal use of the motor vehicle.
Vehicle parked on employer premises	The vehicle is unavailable for private use and the set of keys have been left with the Key Custodian.

If you are claiming for **Days Unavailable**, you must complete the:

Days Unavailable Declaration; and

Address: Employer: Vehicle Make: Vehicle 7 Registration: Contact Conta	• Mobile:
Employee Runne: Employee Employee Email: Employee Employee Email: Employee Employee Employee: Universe Employee:	• Mobile:
Employee Email: Employe Address: Employer: Employer: Vehicle Nake: Vehic	• Mobile:
Vehicle - Make: Vehicle - Make: Registration: Cented magnitism conjunction of the mellion and description of the two lows to Complete your memory of a graph your. Cented Pay Unavailable Declaration Ideal of the above mentioned which was unavailable for personal use for a start of graph your off your. Center that the above mentioned which was unavailable for personal use for a start of graph your off your. Idealcer that the above mentioned which was unavailable for personal use for a start of graph your off your. Center the above mentioned which was unavailable for personal use for a start of graph your off your.	No:
completion of this form, please print and sign by hand. arys Unavailable Declaration I declare that the above mentioned whicle was unavailable for personal use for a tatial	
Ideclare that the above mentioned vehicle was unavailable for personal use for a total ofdays this FBT year. Ihave completed the Days Unavailable for Private Use Reckoner on the	
for a total of days this FBT year. I have completed the Days Unavailable for Private Use Reckoner on the	
	Employee Signature:
	Date:/ /
mployee Contribution Declaration	
I declare that I contributed payment to motor vehicle expenses for the above mentioned vehicle. I further declare that payment was not made from Pre-Tr. Salary, nor have I claimed a reinburstment for these amounts.	
The total amount of contributions this FBT year was §	fe//

Days Unavailable for Personal Use

FBT Year: Complete, sign a	nd attach this page	to 31 March 20	Tax Declaration if you are maki	ng a Days Unavailable Declaration. If you
Employee D		eclaration, you do not	need to complete this form.	
Employee N	ame:		Employee ID:	
Employee E	mail:		Employee Mobile:	
Address:				
Vehicle Mak	e:		Vehicle Model:	
Registration	к <u> </u>		Contact No:	
2. The vehic	rised to use the vehi de is in a vehicle repa	cle for private purpose	s and is not to provide the keys	Key Custodian. The Key Custodian must to any other person during your absence
igned) for the al he "Days Unavai	should be completed bove mentioned vehi lable Declaration" se	Il be required to confin d, signed and dated an icle. You should record iction on the Fringe Be	in the total period for which the d attached to the Fringe Benef the total of your Days Unavails	I the vehicle repairer holds the keys. vehicle was unavailable for personal us its Tax Declaration (which also must be ble for private use calculated on this for reading the guidance on this form, you h f for further information.
signed) for the al the "Days Unavai questions on Day Date vehicle	should be completed bove mentioned vehi lable Declaration" se is Unavailable for pri Date vehicle	Il be required to confin d, signed and dated an icle. You should record iction on the Fringe Be vate use, please conta Number of Days Unavailable for	in the total period for which the d attached to the Fringe Benefi the total of your Days Unavaila nefits Tax Declaration. If, after ct your Company Fleet Manage	vehicle was unavailable for personal us its Tax Declaration (which also must be ble for private use calculated on this form reading the guidance on this form, you h r for further information. Location of vehicle during this
ligned) for the average of the second	should be completenessee mentioned web label Declaration" is unavailable Declaration" is Unavailable for prior declaration and the second seco	It be required to confin i, signed and dated and leave the intervention of the property class of the second second second uses present and the second second uses and the second second second private use	In the total period for which the distances of the hinge Based distances of the hinge Based the total of your Days Unnealities. The Declaration II, after ret your Company Fried Hanage	vehicle was unavailable for personal us its Tax Declaration (which also must be ble for private use calculated on this form reading the guidance on this form, you h r for further information. Location of vehicle during this

Employee Contribution Declaration

April 2023 to 31 March 31 20	024
nployee Details	
Employee Name:	Employee ID:
Employee Email:	Employee Mobile:
Address:	
Employer:	
Vehicle Make:	Vehicle Model:
Registration:	Contact No:
completion of this form, please print and tys Unavailable Declaration	
completion of this form, please print and ays Unavailable Declaration I declare that the above mentioned vehic for a total of days this FBT y	isign ty hand.
completion of this form, please print and ays Unavailable Declaration	isign ty hand.
completion of this form, please print and asys Unavailable Declaration 1 declare that the above mentioned which for a total ofdays this #IV these completed the Days Unavailable for following pages.	is est unstitute for protoid us an rhikad like Ricchar on the Date:
completion of this form, please print and ys Unavaillable Declaration Ideclare that the above mentioned which for a total ofdays the FRT y thate completed the Days Unavailable for bitistering pages.	sign by herd.
completion of this form, please print and yss Unavail.table Declaration I declare that the above mentioned which the atoptic and the Days Unavailable for the completed the Days Unavailable for this interplayer.	is not unsatilable for prestand case as: Arr Privade labe Receiver on the
completion of this term, please print and syst Unavailable Declaration (declare that be above mentioned what for a storal of days the TRT y have completed by Unavailable for histomerg pages.	ie es unskilde for protoul ue es r hivad be functione en the
completion of this form, please print and yss Unavail.table Declaration I declare that the above mentioned which the atoptic and the Days Unavailable for the completed the Days Unavailable for this interplayer.	is ens unvalidable for prentrand care and: Phinada balk Reductore on the
completion of this form, please print and yss Unavailable Declaration I declare that the above mentioned which the stated of days this IFI y have completed the Days Unavailable for history pages.	signshiphed. Exect consolidate for personal case and exect consolidate for personal case and exect finded Data Redoner on the Date: TrableD Trabl

An Employee Contribution is any eligible vehicle expenditure you have incurred which you have paid from after-tax salary. The table below outlines vehicle expenses that may be claimed as an Employee Contribution.

If you are claiming for Employee Contributions, you will need to complete the Employee Contribution Declaration. You will also be required to attach a copy of your receipts, which must add up to the value you have declared.

You are not required to declare any Employee Contributions made through ECM Method (post tax salary deductions).

Toyota Fleet Management is a division of Toyota Finance Australia Limited ABN 48 002 435 181.	Australian Credit Licence 392536. A member of the Toyota Group of Companies.
Page 1 of 4	

Vehicle Expense	Employee Contribution
Accident Panel Repairs	\checkmark
Car Care (air fresheners & deodorisers, car wax & detergents, leather protection, etc.)	\checkmark
Car Registration & CTP Insurance	\checkmark
Car Washes & Vacuuming	\checkmark
Insurance & Insurance Excess	\checkmark
Motor Club (RACV, NRMA, etc.)	\checkmark
Petrol & Oil	\checkmark
Repairs, Maintenance, Tyres & Routine Servicing	\checkmark
Car Parking (fees or fines)	×
LPG Gas Conversion	x
Tolls (road, bridge, e-tag, motorway, freeway, etc.)	×
Traffic Infringements	x
Vehicle Options & Upgrades (window tint, towbars, roof racks, floor mats, headlight protectors, seat covers, etc.)	×

Please note:

The FBT Liability advised to your employer via their Annual FBT Report, is an estimate only and may not be acceptable to the Australian Tax Office if you do not submit this declaration.

Completed Fringe Benefits Tax Declarations must be received no later than 5 April 2024. Declarations received after this date will be disregarded and may result in additional Fringe Benefits Tax Liabilities.

Please return the signed and completed form to:

TFM Novated Leasing 31 Dalmore Drive Scoresby VIC 3179

Email: fbt@tfal.com.au Telephone: 1300 888 870

Novated Leasing is a product of TFM. TFM is Toyota Fleet Management a division of Toyota Finance Australia Limited ABN 48 002 435 181, AFSL and Australian Credit Licence 392536. A member of the Toyota Group of Companies.