

# Declaration of Days Unavailable

## Important Information

If your vehicle was not available for personal use for a period longer than a full 24 hour day in the FBT year from 1 April to 31 March you may be eligible to claim days unavailable, which may reduce your FBT liability.

Please submit this completed form and your supporting documents to TFM prior to 31 March, which is the end of the Fringe Benefits Tax (FBT) year. You can claim 'days unavailable' when:

- **Vehicle kept at employer premises** – The vehicle was kept at your employer's premises for more than 24 hours and the keys were left with your employer's approved key custodian. The vehicle must not be used or available for the private use of any other person during this period. Evidence showing drop-off and pick-up dates must be provided.
- **Vehicle in safe storage, (not employee residence and not employer premises), such as at an airport carpark, and as part of the storage service, the employee must divest the keys to the carparking provider** until the employee picks up the vehicle. Evidence showing drop-off and pick-up dates must be provided.
- **Vehicle with a repairer** – The vehicle was with a repairer for more than 24 hours and not available for private use. Repairer confirmation of the dates the vehicle was unavailable is required.

## Please note

- The vehicle must not have been in your control during the claimed period
- Only full 24-hour days can be claimed – part days are not eligible
- Routine or scheduled servicing is not eligible

## YOUR DETAILS

First name	Surname
<input type="text"/>	<input type="text"/>
Phone number	Email address
<input type="text"/>	<input type="text"/>
Contract number	Employer's name
<input type="text"/>	<input type="text"/>

## VEHICLE DETAILS AND DAYS UNAVAILABLE INFORMATION

Vehicle make and model	Registration number
<input type="text"/>	<input type="text"/>

Date vehicle dropped off	Date vehicle collected	No. of days unavailable for private use	Name of custodian	Vehicle location address during unavailable period
/ /	/ /			
/ /	/ /			
/ /	/ /			

## DECLARATIONS

### Employee Declaration

By signing this document, the employee acknowledges that they have read and understood the definition above of what constitutes 'Days Unavailable' and have only recorded days as unavailable that fall within that definition.

Employee Signature

Date

### Employer Declaration

Only sign below if the vehicle was kept at employer's premises.

Employer Signature

Date

Please return the signed and completed form to [fbt@tfal.com.au](mailto:fbt@tfal.com.au)