

# FBT End of Year Online Declarations 2014 **User Guide**



LeasePlan Australia  
Level 7, South Wharf Tower  
30 Convention Centre Place  
South Wharf, Victoria 3006  
PO Box 6297 St Kilda Road Central  
Melbourne, Victoria 8008  
Tel: 132 572 [www.leaseplan.com.au](http://www.leaseplan.com.au)

THE WORLD LEADING FLEET AND VEHICLE MANAGEMENT COMPANY



## Step 4

If you have entered an odometer reading and you do have **“Days Unavailable”** or **“Employee Contributions”** to declare, your details as entered in Step 2 will be displayed and can be edited.

Before you proceed to enter details of **“Days Unavailable”** or **“Employee Contributions”** it is important you have read and are familiar with the associated FBT guidelines.

Click on the **“Guidelines for Days Unavailable and Personal Contributions”** hyperlink at the bottom of the page to ensure you are aware of the relevant FBT Guidelines and requirements.

### SCREEN DISPLAY

The screenshot shows the LeasePlan web application interface. At the top, there is a navigation menu with links for 'ABOUT US', 'WHY LEASEPLAN?', 'WHERE TO START', 'DRIVERS', 'FLEET MANAGERS', and 'CONTACT US'. The main content area is titled 'Odometer Reading' and includes instructions on how to submit a declaration. Below this, there are input fields for 'End Of Year Odometer Reading (as of 31st March 2014)' with the value '456789'. There are also fields for 'Contact / Driver Name', 'Email Address', 'Company Name', 'Vehicle Registration', and 'State of Registration'. A 'Contact Us' box with a phone icon and the number '132 572' is visible. At the bottom, there is a 'Days Unavailable' section with a table showing a declaration for 2 days on 1st January 2014. A 'Date From' calendar is open, showing the month of January 2014.

## Step 5

**This step is for drivers who need to declare Days Unavailable.**

Use the **“Date From”** calendar to nominate the date when unavailability commenced and use **“Date To”** Calendar to nominate the end day of unavailability period. **Please note:** dates must be within the current FBT year (1/4/2013 to 31/3/2014). You must also record in the **“Description”** field the reason for the vehicle being unavailable and who was holding the keys etc.

After you have selected the correct dates, click on the **“ADD”** button. This will save the current entry and then allow an addition entry to be entered.

### SCREEN DISPLAY

The screenshot shows the 'Date From' and 'Date To' calendar selection process. Both calendars are set to November 2013. The 'Date From' calendar shows the 1st of November selected. The 'Date To' calendar shows the 30th of November selected. Below the calendars, there is a 'Description' text input field and an 'ADD' button.

## Step 6

This step is for drivers who need to declare a Personal Contribution.

Use the “Date Paid” calendar to nominate the date when employee made the purchase of the item being declared as a Personal Contribution. **Please note:** this dates must be within the current FBT year (1/4/2013 to 31/3/2014).

In the “Description” field enter a brief description of the item purchased and paid for by the employee (eg: fuel, car washing, replacement tyre). In the “Amount (\$) GST Inc” field enter the amount, GST included, paid by the employee for the item stated in the “Description” field.

After entering the details of the item purchased, please click on the “ADD” button. This will save the current entry and then allow an additional entry to be entered.

SCREEN DISPLAY

**Date Paid**

?							January, 2014						
«		◀		Today			▶		»				
Mon	Tue	Wed	Thu	Fri	Sat	Sun							
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									
Select date													

**Description**

**Amount (\$) inc GST**

**ADD**

**I hereby declare that the details entered above are correct**

**SUBMIT**

## Step 7

Once all entries for “Personal Contributions” and “Days Unavailable” have been entered, click on the submit button.

SCREEN DISPLAY

**I hereby declare that the details entered above are correct**

**SUBMIT**

## Step 8

After you click on “Submit” a confirmation and instruction screen will be displayed. This screen advises that your odometer reading has been successfully sent and you will receive an email confirmation.

SCREEN DISPLAY

**Odometer Reading**

Thank you. Your FBT declaration and final odometer reading has been sent successfully.

A confirmation has been sent to your email address.

Submitted Odometer Reading: 123456

**Reminder: If you have declared Days Unavailable or Personal Contributions you must print and sign your declaration then fax it to LeasePlan on 1300 656 386.**

**PRINT FORM**

**IMPORTANT:** This screen advises that, if you have any “Days Unavailable” or “Personal Contributions” declared, you MUST:

- Print your declaration
- Sign the printed declaration
- Scan and send to LeasePlan at [fbt@leaseplan.com.au](mailto:fbt@leaseplan.com.au)

If you fail to print, sign and send the declaration to LeasePlan your declaration for any **Days Unavailable and/or Personal Contributions** can not be legally processed for FBT.

**WHY?** Because tax legislation requires that declaration for Days Unavailable and Personal Contributions must be signed in a hard copy format.

Click ‘Print Form’ and the following screen will appear.

SCREEN DISPLAY

**Odometer Reading**

Thank you, your FBT declaration and final odometer reading has been sent successfully.

Reminder: If you have declared Days Unavailable or Personal Contributions you must print and sign your declaration then fax it to LeasePlan on 1300 656 386.

Please do not send any receipts to LeasePlan.

**Odometer As At Date:** 31st March 2014  
**Date Time Entered:** 31/03/2014 12:20  
**Company Name:** LeasePlan  
**Vehicle Registration:** ABC123  
**Current Driver Name:** Sample Customer  
**State of Registration:** ACT  
**Email Address:** [sample@leaseplan.com.au](mailto:sample@leaseplan.com.au)  
**Odometer:** 456789

Days Not Available		Description of Non Availability		No. Days
Date From	Date To			
01/01/2014	02/01/2014	Days unavailable		2
				<b>Total Days Not Available: 2</b>

Personal Contributions		Amount (GST Inc)
Date Paid	Description	
03/01/14	date paid	\$ 200.00
		<b>Total Personal Contributions: \$ 200.00</b>

Employee Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

To submit a declaration for another vehicle please call the website

Ensure all your details are correct before signing, scanning and emailing your declaration to [fbt@leaseplan.com.au](mailto:fbt@leaseplan.com.au).

## What You Need To Know About FBT

**The following points will help you understand Fringe Benefits Tax (FBT) and how it impacts your vehicle lease.**

### How does FBT affect you?

When you have a novated lease vehicle your employer is liable for Car Fringe Benefit Tax. This FBT liability is charged back to you as part of your salary deduction. Car FBT is usually calculated using a statutory formula.

Estimated Car FBT liability is based on your nominated annual kilometres and is disclosed at the time a quote is prepared.

Your true FBT liability is paid on the actual kilometres travelled between 1 April and 31 March. If you do not meet your nominated kilometres per annum for FBT, you may incur an FBT liability bill greater than what was initially estimated.

### Accurate Odometer Readings and FBT

It is important that you supply an accurate odometer reading at the petrol station every time you fill up. This helps LeasePlan provide accurate reporting and FBT kilometre tracking during your lease term.

These readings are also used to validate the odometer reading you declare at the end of the FBT year, which means if you do not enter valid and accurate readings every fill, your declaration may be declined due to a lack of supporting records.

If you continually fail to enter fuel readings, LeasePlan will advise your employer of your non-compliance.

### FBT Declarations - Obligations

At the end of the FBT year (31 March) you are required to submit a declaration to calculate your actual FBT liability for that year.

The declaration includes:

- Your odometer reading as at 31 March
- Any valid days unavailable
- Any out of pocket contributions made to the running costs of the lease vehicle

**Note:** Failure to submit an FBT declaration will result in the last known odometer reading from fuel fills or maintenance services being used. This could result in your FBT liability being calculated at the highest FBT rate.

### Making your FBT Declaration

Follow the instructions to use LeasePlan's Online FBT Declaration tool. The online tool includes clear directions and forms for the following if they apply to your vehicle lease during the FBT year:

- Days Unavailable
- Out of Pocket contributions to the operating costs of the leased vehicle

### Days Unavailable

The conditions and requirements for Days Unavailable are:

- A day unavailable is a whole twenty four (24) hour period and does not include the day the vehicle is dropped off or the day the vehicle is picked up
- The vehicle must be garaged at the employer's place of business
- Keys must be left with the employer – the employer must control all access to the vehicle (your employer may be asked to validate your claim)
- Smash repair and maintenance that meets the whole 24 hour period are claimable as the vehicle is deemed unroadworthy and cannot be driven. Proof of this must be provided upon request by LeasePlan
- Vehicle must not be available for private use
- A declaration must be supplied at the end of the FBT year

If claims for Days Unavailable do not meet the above criteria they will be declined and omitted from your FBT calculation.

**Note:** Days Unavailable do not reduce the number of kilometres you are required to travel in the FBT year, but they do reduce the amount of FBT payable.

### Out of Pocket Contributions

Contributions to the operation of the leased car paid for out of your own pocket in after-tax dollars during the FBT year can be claimed as part of your FBT declaration. These contributions must not have been claimed from LeasePlan or your employer.

You must, upon request, provide copies of the tax invoice receipts for the items being claimed. If you are unable to provide LeasePlan with these receipts your contributions claimed can not be included in your FBT calculation.

## Frequently Asked Questions

### **What are the dates for the FBT Year?**

1 April to 31 March.

### **What is the important FBT information I use to monitor my lease?**

Your monthly LeasePlan Motor Vehicle Report (MVR) outlines two kilometre target figures:

- Your target minimum requirement for FBT as at 31 March. This must be achieved to ensure that you do not incur further FBT liability
- Your annual budgeted kilometres. This is the number of kilometres that you are budgeted for per year. This will be different to the FBT target and is used for budgeting of running costs (e.g. fuel and tyres)

Remember your MVR is only as good as the data you enter at your fuel fills, so please ensure that this is accurate.

### **My lease started part way through an FBT year.**

#### **What is my kilometre requirement?**

If you started your lease during an FBT year, a pro-rata FBT calculation is applied. You will also have a pro-rata kilometre target and FBT liability based on the days that the lease was active for that FBT year.

#### **What happens if I don't meet my minimum FBT kilometre requirement?**

If you do not meet the minimum kilometres for the FBT bracket you have nominated, you may incur an additional FBT liability.

#### **What if the kilometres I am travelling are not what I originally budgeted for?**

If there is a variation between estimated and actual kilometres, you can submit a request for an adjustment to your lease parameters via LeasePlan Online. Changing your budgeted kilometres to match your actual usage can mitigate potential additional costs.