

# Motor Vehicle Information

for 2018 Tax Return



CLIENT NAME:

CLIENT SIGNATURE:

X

## MOTOR VEHICLE DETAILS

Vehicle Make & Model:

Owner of Vehicle:

Date Purchased:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Purchase Price:

\$

Leased

Financed (car loan)

Paid Cash

Please e-mail, fax or post to our office a copy of your Finance Documents / Lease Agreement (if you haven't already).

Registration No:

## INFORMATION FOR 2018 TAX RETURN IF LOG BOOK IS KEPT

- ❖ A log book **must** contain a record of business use for a continuous 12-week period, which is representative of the car's usage.
- ❖ The information that must be recorded for each business journey is :
  1. The dates on which the business travel began and ended
  2. The odometer readings at the start and end of each travel
  3. The purpose of the business travel with adequate descriptions (such as delivering goods to customers, making house calls)
- ❖ A log book is valid for a **maximum period of 5 years**. A new log book is to be prepared after the expiry of an old log book.
- ❖ Please note travel between your home and your workplace is not business travel unless you carry bulky tools
- ❖ If you need more information on how to prepare a log book, contact Wise Accountants.

Period Covered on the Log Book:

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Km in Log Book Period:

\_\_\_\_\_ km

Total Km in Log Book Period:

\_\_\_\_\_ km

Calculation of Business Use % on Your Log Book:

\_\_\_\_\_ %

## RUNNING COSTS FOR THE YEAR – 1 July 2017 to 30 June 2018

Fuel:	\$	Insurance:	\$
Registration:	\$	Repairs & Maintenance:	\$
Services:	\$	Tyres / Battery:	\$
RAA Membership:	\$	Parking:	\$
Tolls:	\$	Other: _____	\$
Payment of car loan	Monthly \$ _____ & Annual Total \$ _____		

## INFORMATION FOR 2018 TAX RETURN IF LOG BOOK IS NOT KEPT

Estimated Business Km in 2018 Financial Year (July 2017 to June 2018):

\_\_\_\_\_ km