

Checklist of benefits

| Expenditure/benefit | Applicable (Yes/No) Completed date | Work page | Data required | Type of benefit |
|---|---|--------------|---|--------------------------------|
| CARS | | | | |
| <i>Benefit arises where:</i> | | | Operating cost method <i>(refer formula 1.1)</i> | |
| <ul style="list-style-type: none"> • a car is owned or leased by the employer, associate or third party • is made available to the employee or associate for private purposes • the car is provided in respect of employment. | | | <ul style="list-style-type: none"> • election to use operating cost method evidenced in working papers • log book kept over a 12-week period to establish the business percentage which can then be applied for up to four subsequent years • odometer readings at the beginning and end of the year • car expenses – such as petrol and repairs, registration and insurance • depreciation and imputed interest (where the car is owned) • lease costs (where the car is leased) • employee contributions (if any). | Car fringe benefit |
| <i>Exemptions include:</i> | | | Statutory formula method <i>(refer formula 1.2)</i> | Car fringe benefit |
| <ul style="list-style-type: none"> • minor, infrequent and irregular non-work-related use by an employee of certain commercial vehicles such as panel vans, taxis or utilities designed to carry a load of less than one tonne • unregistered vehicles. | | | <ul style="list-style-type: none"> • base value (i.e. cost) of motor vehicle • date of purchase • days available for private use during year • employee contributions (if any) • last commitment date of motor vehicle (if applicable) <p>Note: the statutory formula will apply if the employer does not elect to apply the operating cost method</p> | |
| <i>Benefit arises where:</i> | | | Reimbursement of employee's motor vehicle expenses | Expense payment fringe benefit |
| <ul style="list-style-type: none"> • car expenses are reimbursed by the employer • the car is owned/leased by the employee/associate • the benefit is provided in respect of employment. | | | <ul style="list-style-type: none"> • amount of expense • percentage of private use • employee contributions (if any). | |
| <i>Exemptions include:</i> | | | | |
| <ul style="list-style-type: none"> • where the employer compensates the employee on a cents per kilometre basis for estimated travel (i.e. the amount of the allowance is assessable income to the employee) • car expenses (i.e. running costs) incurred in relation to the provision of a car fringe benefit valued under the statutory formula method. | | | | |

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| LOANS | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> • a loan is provided to an employee or associate • the loan is provided in respect of the employee's employment. | | | Loan benefit <i>(refer formula 2)</i> <ul style="list-style-type: none"> • date the loan commenced • amount of the loan • details of interest rate and payment dates over loan term (if any) • purpose of the loan (i.e. if income producing this will reduce the taxable value of the loan fringe benefit under the otherwise deductible rule) • interest paid by the employee (if any) • balance of the loan during the period • declaration may be required. | Loan fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> • loans given to an employee solely for the purpose of meeting employment-related expenses which must be incurred within six months of such an advance being made. The loan must be either expended on employment-related expenditure or repaid • loans made by a private company to an individual who is both an employee and shareholder (or an associate thereof) which are either Division 7A compliant loans, or loans that will be treated as deemed dividends under Division 7A. | | | | |
| DEBT WAIVER | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> • the employer has released the employee/associate from paying an outstanding debt. | | | Debt waiver benefit <i>(refer formula 3)</i> <ul style="list-style-type: none"> • amount of the debt waived, including any interest accrued • reason for writing off the debt. | Debt waiver benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> • where the debt owed is written off as a genuine bad debt and it is not waived for employment related reasons. | | | | |
| HOUSING | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> • an employee or associate is provided with the right to use or occupy a unit of accommodation by lease or licence • the accommodation is the usual home of the employee or associate. | | | Housing benefit <i>(refer formula 4)</i> <ul style="list-style-type: none"> • market value of the right to use the accommodation • days in tenancy period (as right to use or occupy accommodation may not be for a full year) • employee contributions (if any). | Housing fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> • remote area housing benefit | | | | |

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| LIVING AWAY FROM HOME ALLOWANCE (LAFHA) | | | | |
| <p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> • a living away from home allowance is paid to compensate an employee for additional estimated non-deductible expenses because the employee is required to live away from his or her normal residence in order to perform employment duties • the allowance is paid in relation to the employment of the employee as a living away from home allowance. | | | <p>Living away from home allowance (LAFHA) benefit (refer formula 5)</p> <ul style="list-style-type: none"> • employment contract • amount of the allowance paid detailing the following components: <ul style="list-style-type: none"> – accommodation – additional food – other incidentals • declarations required. | LAFHA benefit |
| <p><i>Exemptions include:</i></p> <ul style="list-style-type: none"> • amount of the allowance which is regarded as constituting reasonable compensation for the accommodation component • amount of the allowance in relation to the reasonable food component. | | | | |
| <p>From 1 October 2012 LAFHA benefits can only generally be reduced where:</p> <ul style="list-style-type: none"> • the employee maintains a home in Australia at which they usually reside for their use at all times (unless the employee is a fly-in fly-out or drive-in drive-out employee) • the employee substantiates the accommodation and meal expenses • the LAFHA is not paid for a period greater than 12 months (unless the employee is a fly-in fly-out or drive-in drive-out employee). | | | <p>Living away from home allowance (LAFHA)</p> <ul style="list-style-type: none"> • employment contract • amount of the allowance paid detailing the following components: <ul style="list-style-type: none"> – accommodation – additional food – other incidentals • declarations required on usual place of residence, the requirement to maintain that home and actual address where employee resided (if not a fly-in fly-out or drive-in drive-out employee) • other declarations required on exempt food component and fly-in fly-out or drive-in drive-out employees. | LAFHA benefit |
| <p>Note: Where an allowance (other than a LAFHA) is paid to an employee, rather than the employer paying or reimbursing the expense directly, there will be no fringe benefit. The employee is required to include the allowance as assessable income in their personal tax return.</p> | | | <p>Other allowances</p> <ul style="list-style-type: none"> • no information is required to be kept for FBT purposes. | No fringe benefit arises |

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| TRAVELLING EXPENSES | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> expenses of an employee or associate are paid or reimbursed by the employer | | | Extended travel <i>(refer formula 6)</i> <ul style="list-style-type: none"> travel diary is required where the travel is either within or outside of Australia for a duration of more than five nights (this is to substantiate the business portion) receipts for all expenses, except if the amount spent on food, drink and other incidentals is considered reasonable by the Australian Taxation Office, in which case only documentation in relation to accommodation and airfares is required declaration may be required. | Expense payment fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> the benefit is provided in respect of employment. | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> taxi fare is paid or reimbursed by the employer | | | Taxis <ul style="list-style-type: none"> amount of expense employee contributions (if any). | Expense payment fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> the benefit is provided in respect of employment | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> taxi travel beginning or ending at an employee's place of work is exempt so long as it is a single trip | | | | |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> the travel is in relation to a sick employee | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none"> minor benefit less than \$300 (incl. GST). | | | | |
| <i>Exemptions include:</i> <ul style="list-style-type: none"> \$1,000 exemption applies in respect of the taxable value of in-house benefits provided to each recipient. <p>Note: This exemption does not apply where the in-house fringe benefit is provided under a salary packaging arrangement.</p> | | | In-House fringe benefit <i>(refer formula 7)</i> <ul style="list-style-type: none"> purpose of the trip if domestic travel – the lowest standard single economy fare published by the airline if international travel – the lowest standard single economy fare published by any carrier in Australia employee contributions (if any). | In-house property fringe benefit OR in-house residual fringe benefit |

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| ENTERTAINMENT EXPENSES - MEAL | | | | |
| <p><i>Benefit arises where there is:</i></p> <ul style="list-style-type: none"> • entertainment of an employee or an associate by way of food or drink | | | <p>50/50 split method (refer formula 8.1)</p> <ul style="list-style-type: none"> • amount of total meal entertainment for all persons (i.e. employees, associates and clients) • document election. | Meal entertainment fringe benefit |
| <ul style="list-style-type: none"> • accommodation or travel in connection with the provision of entertainment by way of food or drink. | | | | |
| <ul style="list-style-type: none"> • the benefit must be provided in respect of employment. | | | <p>12-week register method (refer formula 8.3)</p> <ul style="list-style-type: none"> • 12-week register which details: • the date, cost and place of the meal entertainment • whether the meal is provided to an employee or associate (per head allocation) • document election. | Meal entertainment fringe benefit |
| <p><i>Exemptions for 'actual expenditure' incurred in respect of an employee (or associate) include:</i></p> <ul style="list-style-type: none"> • meals at in-house dining facility to employees who provide services at that facility | | | | |
| <ul style="list-style-type: none"> • morning and afternoon teas and light lunches | | | | |
| <ul style="list-style-type: none"> • meals that are reasonably incidental to the employee attending a seminar of at least four hours duration which is not a business meeting, promotional event or entertainment (e.g. a continuing professional development seminar) | | | | |
| <ul style="list-style-type: none"> • meals entertainment provided to client. Although there is no FBT payable on meal entertainment provided to clients, an income tax deduction is not allowed to the employer for such costs | | | | |
| <ul style="list-style-type: none"> • meals provided to promote or advertise goods or services which are open to the public | | | | |
| <ul style="list-style-type: none"> • minor entertainment less than \$300 (incl. GST). | | | <p>Actual expenditure method (refer commentary section 8.2)</p> <ul style="list-style-type: none"> • amount of expense • employee contributions (if any) • per head allocation. | Meal entertainment fringe benefit |
| | | | <p>Note: An election must be made stating which of the above methods has been adopted in respect of meal entertainment. If no election is made the value of the benefit must be determined under the actual expenditure method. The election should be made by the time the employer's FBT return is due to be lodged. From 1 April 2016, the 50/50 split and the 12-week register methods are not available for any benefit provided under a salary packaging arrangement.</p> | |

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| ENTERTAINMENT EXPENSES - OTHER | | | | |
| <i>Benefit arises where entertainment is provided by way of:</i> <ul style="list-style-type: none">• food or drink | | | Reimbursement of entertainment expense <ul style="list-style-type: none">• amount of expense• employee contributions (if any). | Expense payment fringe benefit |
| Note: The benefit must be provided in respect of employment. | | | Tickets to sporting and theatrical events <ul style="list-style-type: none">• cost of the tickets• employee contributions (if any). | Property, expense payment or residual fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none">• entertainment provided to clients• minor entertainment less than \$300 (incl. GST) per employee. | | | | |
| ENTERTAINMENT PROVIDED BY A TAX-EXEMPT BODY | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none">• the employer is wholly or partially exempt from income tax or does not derive assessable income from the activities to which the entertainment relates. | | | Entertainment benefit <ul style="list-style-type: none">• amount of expense• employee contributions (if any)• per head allocation. | Tax exempt body entertainment fringe benefit |
| Note: The benefit must be provided in respect of employment. | | | | |
| OTHER EXPENSES PAID ON BEHALF OF THE EMPLOYEE OR ASSOCIATE | | | | |
| <i>Benefit arises where:</i> <ul style="list-style-type: none">• expenses are paid or reimbursed by the employer• the benefit is provided in respect of employment. | | | Expense benefit <ul style="list-style-type: none">• amount of expense• percentage of private use• employee contributions (if any)• declaration may be required. | Expense payment fringe benefit |
| <i>Exemptions include:</i> <ul style="list-style-type: none">• the first \$1,000 of any in-house benefits | | | | |
| Note: This exemption does not apply where the in-house fringe benefit is provided under a salary packaging arrangement. | | | | |
| • laptop computers, tablets and portable printers | | | | |
| • mobile phones | | | | |
| • certain relocation benefits | | | | |
| • tools of trade | | | | |
| • certain 'remote area' expenses | | | | |
| • minor benefit less than \$300 (incl. GST). | | | | |

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| CAR PARKING EXPENSES | | | | |
| <i>Benefit arises where:</i> | | | | |
| • there is a commercial all-day car park within a one kilometre radius of the business premises (measured by the shortest practicable direct route) that charges more than \$8.83 a day at the beginning of the 2019 FBT year | | | | |
| • the car is parked for a period of more than four hours between 7.00am and 7.00pm | | | | |
| • the car is owned or leased by the employee (or associate), or is provided for use by the employer | | | | |
| • the car is used for travel between home and work by the employee at least once on that day | | | | |
| • the car is parked at or in the vicinity of the primary place of employment. | | | | |
| Note: The benefit is provided in respect of employment. | | | | |
| <i>Exemptions include:</i> | | | | |
| • car parking benefits provided where cars are not parked at a commercial car parking station, the employer is not a public company and either the employer's total income for the year of income preceding the FBT year was \$10m, or that employer was a small business entity for the most recent year of income before the FBT year | | | Statutory formula method <i>(refer formula 9.1)</i> <ul style="list-style-type: none">• number of spaces• value of the spaces• method of valuation used• employee contributions (if any). | Car parking fringe benefit |
| • car parking benefits provided by certain non-profit bodies, including public benevolent institutions | | | | |
| • benefits exempted by FBT regulations, such as parking for disabled employees. | | | 12-week register method <i>(refer formula 9.2)</i> <ul style="list-style-type: none">• identification of each vehicle parked• the date and place the car was parked, with times of entry and departure• the nature of the journey from home to place of employment• value of the spaces• method of valuation used.• employee contributions (if any). Note: The register must be maintained for a continuous 12-week period but can be used for the subsequent four FBT years unless the number of car parking fringe benefits increases by 10 per cent in which case a new register must be kept. | Car parking fringe benefit |

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| CAR PARKING EXPENSES (continued) | | | | |
| <i>Benefit arises where:</i> | | | | |
| <ul style="list-style-type: none"> the car is parked for a period of more than four hours between 7.00am and 7.00pm in the vicinity of the employee's primary place of employment | | | Reimbursement of car parking expenses <ul style="list-style-type: none"> amount of expense employee contributions (if any). | Expense payment fringe benefit |
| <ul style="list-style-type: none"> the benefit is provided in respect of employment | | | | |
| <ul style="list-style-type: none"> the car is used for travel between home and work by the employee at least once on that day. <p>Note: There is no requirement relating to the provision or ownership of the car being parked.</p> | | | | |
| BOARD | | | | |
| <i>Benefit arises where:</i> | | | | |
| <ul style="list-style-type: none"> the employee or associate under either an industrial award or under some type of arrangement is entitled to residential accommodation and at least two meals a day | | | Board benefit (refer formula 10) <ul style="list-style-type: none"> number of employees (or family members) receiving the board number of days board provided number of meals provided employee contributions (if any). | Board fringe benefit |
| <ul style="list-style-type: none"> the meal is prepared on the employer's premises. | | | | |
| OTHER BENEFITS PAID ON BEHALF OF THE EMPLOYEE OR ASSOCIATE | | | | |
| <i>Benefit arises where:</i> | | | | |
| <ul style="list-style-type: none"> the employer has provided property (either in-house or external) | | | Property benefit (refer formula 11) <ul style="list-style-type: none"> description of property provided type of property (i.e. in-house or external) arm's length price of the property employee contribution (if any). | Property fringe benefit |
| <ul style="list-style-type: none"> the benefit is provided in respect of employment. <p>Exemptions include:</p> <ul style="list-style-type: none"> the first \$1,000 of any in-house benefits. <p>Note: This exemption does not apply where the in-house fringe benefit is provided under a salary packaging arrangement.</p> | | | | |
| <i>Benefit arises where:</i> | | | | |
| <ul style="list-style-type: none"> the employer has provided benefits not covered by other valuation rules. | | | Residual benefit (refer formula 11) <ul style="list-style-type: none"> description of benefit type of benefit (i.e. in-house or external) arm's length price of the benefit employee contributions (if any). | Residual fringe benefit |
| <p>Exemptions include:</p> <ul style="list-style-type: none"> the first \$1,000 of any in-house benefits. <p>Note: This exemption does not apply where the in-house fringe benefit is provided under a salary packaging arrangement.</p> | | | | |