FORM 1

Fringe Benefits Tax Information Gathering Questionnaire

As at 31 March 2023

Client: Date

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| --- |
| Thank you for investing the time to complete this questionnaire.**Please return this questionnaire and the relevant forms from our website to us by 1 May 2023.**<https://www.ashfords.com.au/news/fringe-benefits-tax/> |

About Fringe Benefits Tax

There are many differenttypes of Fringe Benefits to consider. In order to determine which ones are applicable to your business for the year please respond to the following questions.

|  |  |  |  |
| --- | --- | --- | --- |
| Benefits Paid | Yes | No | ? |
| Has any non-cash benefit been provided during the year to past, present or future employees (including associates) or third party arrangements to employees or their associatessuch as providing a company maintained car or low interest loan? | [ ]  | [ ]  | [ ]  |
| Car Benefits (Forms 3 & 4 on our website) |  |  |  |
| Do you provide a car to employees (including working directors)?If yes, please complete Form 3 – Vehicles Held Schedule. | [ ]  | [ ]  | [ ]  |
| Have you disposed of any motor vehicles during the FBT year?If yes, please complete Form 3 – Vehicles Held or Sold Schedule. | [ ]  | [ ]  | [ ]  |
| Have you purchased any motor vehicles during the FBT year?*If yes, please complete Form 4 – Vehicles Purchased Schedule* | [ ]  | [ ]  | [ ]  |
| Have you taken a record of the Odometer Reading at 31/03/22 for each car provided to employees or associates? | [ ]  | [ ]  | [ ]  |
| Do you pay expenses for any employee’s or associate’s personal vehicles *(e.g. fuel)*? | [ ]  | [ ]  | [ ]  |
| Do you reimburse lease payments? | [ ]  | [ ]  | [ ]  |
| Have you sold a motor vehicle to an employee at less than market value? | [ ]  | [ ]  | [ ]  |
| Have any motor vehicle leases been renewed, extended or paid out? | [ ]  | [ ]  | [ ]  |
| Loan Benefits |  |  |  |
| Have you provided any loans to employees or directors? | [ ]  | [ ]  | [ ]  |
| Debt Waiver | Yes | No | ? |
| Have you released any employees from a debt that was previously owed to you? | [ ]  | [ ]  | [ ]  |
| Expense Payment (form 6 on our website) |  |  |  |
| Have you paid any expenses on behalf of employees or directors? | [ ]  | [ ]  | [ ]  |
| Have you reimbursed employees or directors for any expenses paid by them?If yes, please complete Form 6 – Expense Payments Benefits. | [ ]  | [ ]  | [ ]  |
| Housing |  |  |  |
| Has any employee or director been provided with a right to use a dwelling as their usual place of residence? | [ ]  | [ ]  | [ ]  |
| Board |  |  |  |
| Do you provide meals to employees or directors as a result of an industrial award or under an employment arrangement? | [ ]  | [ ]  | [ ]  |
| Living Away From Home Allowance |  |  |  |
| Do you provide employees or directors with an allowance when they are required to live away from their usual place of residence? | [ ]  | [ ]  | [ ]  |
| Airline Transport Benefits |  |  |  |
| Do you provide employees or directors (in the travel industry) with free or discounted airline travel? | [ ]  | [ ]  | [ ]  |
| Property Benefits |  |  |  |
| Do you provide property or goods to employees or directors that are normally sold as part of the business? | [ ]  | [ ]  | [ ]  |
| Do you provide property or goods to employees or directors that are not normally sold as part of the business? | [ ]  | [ ]  | [ ]  |
| Car Parking |  |  |  |
| Do you provide car parking facilities to employees or directors? | [ ]  | [ ]  | [ ]  |
| Is there a commercial all-day car park within a kilometre radius that charged more than $9.72 per day at the beginning of the FBT year? | [ ]  | [ ]  | [ ]  |
| Entertainment (form 2 on our website) |  |  |  |
| Have you paid any entertainment expenses?If yes, complete Form 2 - Entertainment Expense Schedule. | [ ]  | [ ]  | [ ]  |
| Residual Benefits | Yes | No | ? |
| Have you paid any other benefits to employees or directors not included in the above?If yes, please provide details below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  | [ ]  |
| Record Keeping |  |  |  |
| Have you reviewed your cash book and/or financial statements to ensure all employee Fringe Benefits have been brought to account during the FBT tax year from 1 April 2022 to 31 March 2023? | [ ]  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| Name: |  |
| Signature : |  |
| Date: |  |