



















# Checklist of benefits

Expenditure/benefit	Applicable (Yes/No) Completed date	Work page	Data required	Type of benefit
<b>Entertainment expenses – other</b>				
<i>Benefit arises where entertainment is provided by way of:</i> <ul style="list-style-type: none"> <li>• food or drink</li> </ul>			<b>Reimbursement of entertainment expense</b> <ul style="list-style-type: none"> <li>• amount of expense</li> <li>• employee contributions (if any).</li> </ul>	Expense payment fringe benefit
<ul style="list-style-type: none"> <li>• recreation, accommodation or travel</li> </ul> <b>Note:</b> the benefit must be provided in respect of employment.			<b>Tickets to sporting and theatrical events</b> <ul style="list-style-type: none"> <li>• cost of the tickets</li> <li>• employee contributions (if any).</li> </ul>	Property, expense payment or residual fringe benefit
<i>Exemptions include:</i> <ul style="list-style-type: none"> <li>• entertainment provided to clients</li> </ul>				
<ul style="list-style-type: none"> <li>• minor entertainment less than \$300 (incl. GST) per employee.</li> </ul>				
<b>Entertainment provided by a tax exempt body</b>				
<i>Benefit arises where:</i> <ul style="list-style-type: none"> <li>• the employer is wholly or partially exempt from income tax or does not derive assessable income from the activities to which the entertainment relates.</li> </ul> <b>Note:</b> the benefit must be provided in respect of employment.			<b>Entertainment benefit</b> <ul style="list-style-type: none"> <li>• amount of expense</li> <li>• employee contributions (if any)</li> <li>• per head allocation.</li> </ul>	Tax exempt body entertainment fringe benefit
<b>Other expenses paid on behalf of the employee or associate</b>				
<i>Benefit arises where:</i> <ul style="list-style-type: none"> <li>• expenses are paid or reimbursed by the employer</li> <li>• the benefit is provided in respect of employment.</li> </ul>			<b>Expense benefit</b> <ul style="list-style-type: none"> <li>• amount of expense</li> <li>• percentage of private use</li> <li>• employee contributions (if any)</li> <li>• declaration may be required.</li> </ul>	Expense payment fringe benefit
<i>Exemptions include:</i> <ul style="list-style-type: none"> <li>• the first \$1,000 of any in-house benefits</li> </ul> <b>Note:</b> this exemption does not apply where the in-house fringe benefit is provided under a salary sacrifice arrangement.				
<ul style="list-style-type: none"> <li>• laptop computers</li> </ul>				
<ul style="list-style-type: none"> <li>• mobile phones</li> </ul>				
<ul style="list-style-type: none"> <li>• certain relocation benefits</li> </ul>				
<ul style="list-style-type: none"> <li>• tools of trade</li> </ul>				
<ul style="list-style-type: none"> <li>• certain 'remote area' expenses</li> </ul>				
<ul style="list-style-type: none"> <li>• minor benefit less than \$300 (incl. GST).</li> </ul>				

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Expenditure/benefit	Applicable (Yes/No) Completed date	Work page	Data required	Type of benefit
<b>Car parking expenses</b>				
<p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> <li>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 \$8.48 a day at the beginning of the 2018 FBT year</li> </ul>			<p><b>Actual benefits provided method</b></p> <ul style="list-style-type: none"> <li>number of car parking spaces provided to employees</li> <li>value of the spaces</li> <li>number of business days during the year</li> <li>method of valuation used</li> <li>employee contributions (if any)</li> <li>consideration of annual leave and/or sick leave taken (i.e. car parking benefit not actually provided).</li> </ul>	Car parking fringe benefit
<ul style="list-style-type: none"> <li>the car is parked for a period of more than four hours between 7.00am and 7.00pm</li> </ul>				
<ul style="list-style-type: none"> <li>the car is owned or leased by the employee/associate, or is provided for use by the employer</li> </ul>				
<ul style="list-style-type: none"> <li>the car is used for travel between home and work by the employee at least once on that day</li> </ul>				
<ul style="list-style-type: none"> <li>the car is parked at or in the vicinity of the primary place of employment.</li> </ul> <p><b>Note:</b> the benefit is provided in respect of employment.</p>				
<p><i>Exemptions include:</i></p> <ul style="list-style-type: none"> <li>car parking benefits provided where cars are not parked at a commercial car parking station, 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 with an aggregated turnover of \$2m for the most recent year of income before the FBT year.</li> </ul>			<p><b>Statutory formula method (refer formula 9.1)</b></p> <ul style="list-style-type: none"> <li>number of spaces</li> <li>value of the spaces</li> <li>method of valuation used</li> <li>employee contributions (if any).</li> </ul>	Car parking fringe benefit
<ul style="list-style-type: none"> <li>car parking benefits provided by certain non-profit bodies, including public benevolent institutions</li> </ul>				
<ul style="list-style-type: none"> <li>benefits exempted by FBT regulations, such as parking for disabled employees.</li> </ul>			<p><b>12 week register method (refer formula 9.2)</b></p> <ul style="list-style-type: none"> <li>identification of each vehicle parked</li> <li>the date and place the car was parked, with times of entry and departure</li> <li>the nature of the journey from home to place of employment</li> <li>value of the spaces</li> <li>method of valuation used.</li> <li>employee contributions (if any).</li> </ul> <p><b>Note:</b> 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.</p>	Car parking fringe benefit
<p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> <li>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</li> </ul>			<p><b>Reimbursement of car parking expenses</b></p> <ul style="list-style-type: none"> <li>amount of expense</li> <li>employee contributions (if any).</li> </ul>	Expense payment fringe benefit
<ul style="list-style-type: none"> <li>the benefit is provided in respect of employment</li> </ul>				
<ul style="list-style-type: none"> <li>the car is used for travel between home and work by the employee at least once on that day.</li> </ul> <p><b>Note:</b> there is no requirement relating to the provision or ownership of the car being parked.</p>				

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Expenditure/benefit	Applicable (Yes/No) Completed date	Work page	Data required	Type of benefit
<b>Board</b>				
<p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> <li>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</li> </ul>			<p><b>Board benefit</b> (refer formula 10)</p> <ul style="list-style-type: none"> <li>number of employees (or family members) receiving the board</li> <li>number of days board provided</li> <li>number of meals provided</li> <li>employee contributions (if any).</li> </ul>	Board fringe benefit
<ul style="list-style-type: none"> <li>the meal is prepared on the employer's premises.</li> </ul>				
<b>Other benefits paid on behalf of the employee or associate</b>				
<p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> <li>the employer has provided property (either in-house or external)</li> </ul>			<p><b>Property benefit</b> (refer formula 11)</p> <ul style="list-style-type: none"> <li>description of property provided</li> <li>type of property (i.e. in-house or external)</li> <li>arm's length price of the property</li> <li>employee contribution (if any).</li> </ul>	Property fringe benefit
<ul style="list-style-type: none"> <li>the benefit is provided in respect of employment.</li> </ul>				
<p><i>Exemptions include:</i></p> <ul style="list-style-type: none"> <li>the first \$1,000 of any in-house benefits.</li> </ul> <p><b>Note:</b> this exemption does not apply where the in-house fringe benefit is provided under a salary sacrifice arrangement.</p>				
<p><i>Benefit arises where:</i></p> <ul style="list-style-type: none"> <li>the employer has provided benefits not covered by other valuation rules.</li> </ul>			<p><b>Residual benefit</b> (refer formula 11)</p> <ul style="list-style-type: none"> <li>description of benefit</li> <li>type of benefit (i.e. in-house or external)</li> <li>arm's length price of the benefit</li> <li>employee contributions (if any).</li> </ul>	Residual fringe benefit
<p><i>Exemptions include:</i></p> <ul style="list-style-type: none"> <li>the first \$1,000 of any in-house benefits.</li> </ul> <p><b>Note:</b> this exemption does not apply where the in-house fringe benefit is provided under a salary sacrifice arrangement.</p>				