

## FBT CHECKLIST

Business Name: \_\_\_\_\_

Please circle response Yes or No:

1.	<b>Car Benefits</b> • Did you provide a car to a director, employee or their associate(s) that was available for private use? • Do you have any employees who salary package cars? • Have you provided any exempt vehicles (e.g. Utes)? - please ensure you consider the ATO requirement that the private use of an exempt vehicle be 'minor, infrequent or irregular'. The ATO has new (strict) guidelines on this, please contact us for more information if you are unsure.	YES	NO
		YES	NO
		YES	NO
2.	<b>Loan Benefits</b> • Have you provided loans to a director, employee or their associate(s)?	YES	NO
3.	<b>Debt Waiver Benefits</b> • Have you released a director, employee or their associate(s) from an obligation to repay money previously owed to you?	YES	NO
4.	<b>Expense Payment Benefits</b> • Have you paid for directly or reimbursed any expenses on behalf of directors, employees or their associates?	YES	NO
5.	<b>Housing Benefits</b> • Have you provided a director, employee or their associate(s) with a right to use a unit of accommodation as their usual place of residence?	YES	NO
6.	<b>Board Benefits</b> • Do you provide accommodation and/or meals to employees or directors as a result of industrial award or employment agreement?	YES	NO
7.	<b>Living away from Home Allowance (LAFHA) Benefits</b> • Do you provide accommodation benefits to directors or employees who are required to live away from their normal place of residence? • Do you provide a cash food allowance to directors or employees who are required to live away from their normal place of residence?	YES	NO
		YES	NO
8.	<b>Property Benefits</b> • Do you provide property or goods to directors or employees (either free or at a discount?)	YES	NO
9.	<b>Car Parking Benefits</b> • Do you provide car parking facilities to directors or employees? • If so, is there a commercial parking station within a 1km radius?	YES	NO
		YES	NO
10.	<b>Entertainment Benefits</b> • Have you provided food, drink or recreation benefits to directors, employees or their associate(s) (this includes meals)? • Did you provide a Christmas party for staff and/or their associate(s)? • Have your directors, employees or their associate(s) been given regular gifts and/or once off gifts?	YES	NO
		YES	NO
		YES	NO
11.	<b>Residual Benefits</b> • Have you provided any other benefits in relation to employment not previously covered?	YES	NO
12.	<b>Tax Audit Protection</b> • Do you have tax audit protection that covers the FBT year ended 31 March 2018?	YES	NO

**If you answered yes to any of the above, you may need to complete the enclosed schedule**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_