TAX EDGE ADVISORS

Suite 3-4 / 99 Lightwood Road
Springvale VIC 3171
Phone: 9548 1589
reception@taxedgeadvisors.com.au
taxedgeadvisors.com.au

The Log Book Method Questionnaire

Taxpayer's name ______________________________

Tax file number ______________________________

Year ended ______________________________

Employer ______________________________

1. How do your employment duties demand the need for you to use the car for work related purposes?

____

____

2. Will your employer support the use of your car for work related purposes?

YES/NO

If **no**, please explain why you believe that you are still entitled to claim your car expenses:

____

____

3. Please tick the description below that best describes the nature of the business travel that you undertake during the year of income:

- ☐ Travel between two or more related workplaces;
- ☐ Travel from home to an alternative place of work or vice versa;
- ☐ Travel from your base of operations at home to a related workplace;
- ☐ Travel because you had shifting places of work;
- ☐ Travel where you commenced work before leaving home;
- ☐ Travel whilst carrying bulky equipment;
- ☐ Travel to a co-existing work location;
- ☐ Special demands travel;
- ☐ Business trip on the way to work; or
- ☐ Travel for other purposes.

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Please provide details of the nature of the business-related travel:

____

____

4. When was the last time that you maintained a valid motor vehicle log book for a continuous 12-week period?

____

____

5. When determining the business use percentage of the car was there any change in the business use of the car?

YES/NO

If **yes**, how has the claim for car expenses under the log book method been adjusted to take this into account?

____

____

(we recommend that you explain the nature of the business travel by maintaining an annual log book to ensure that the ATO cannot question the accuracy of the log book business use percentage)

Please note:

1. *Where a taxpayer has claimed car expenses under the log book then a taxable profit or a deductible loss may arise on the disposal of the car;*
2. *Before you can claim car expenses under the log book method you must be the owner or lessee of the car or hirer of the car under a hire purchase arrangement; and*
3. *You must have a valid log book that explains the business use percentage that you have relied upon in making a claim for car expenses under the log book method.*

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Taxpayer's log book method declaration

A. I confirm that I own or lease a car or hire a car under a hire purchase arrangement, for which I have undertaken business kilometres and I wish to make the above claim under the log book method on the basis that I have incurred the above expenses in deriving my assessable income as required by my employer and I have the necessary records to substantiate my claim;

B. My tax agent has explained to me the law as it relates to claims under the log book method including explaining the depreciation recoupment provisions that may apply on the sale of the car; and

C. I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.

Signed ....

Dated ....

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Log Book Method Worksheet

1. Over what period was the car held during the year of income?
   ____________________ To ____________________
2. Number of days that the car was held during the year: ________ days
3. If one or more car(s) were owned during the year, please provide the details of registration number for each car:

Make/model	Registration number
Car 1:______________________________________	__________________
Car 2:______________________________________	__________________
Car 3:______________________________________	__________________

Log book expenses

A. Total operating cost of the car:

Petrol and oil	$.......................................
Depreciation/lease charge	$.......................................
Registration	$.......................................
Insurance	$.......................................
Automobile club membership	$.......................................
Repairs and maintenance	$.......................................
Interest charges	$.......................................
Home charging electricity	$.......................................
Other	$.......................................
_________________________	$.......................................
B. Total operating cost of the car	$.......................................
C. Less: Car parking and bridge/road tolls (*Claimed at* ***Item D2***)	$ ....
Sub-total	$ ....
D. Less: input tax credits on car expenses that taxpayer can claim (if any)	$ ....
E. Total car operating expenses	$ ....
F. Business use %	x ______________%
Total claim under Log Book method	**$** ____________________

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Home Charging Electricity Deduction Worksheet

An individual taxpayer may rely upon the ATO's home charging rate methodology in PCG 2024/2DC

to calculate the electricity costs of charging an electric vehicle at their home where all of the following conditions are satisfied:

1. The car or motor vehicle must be an eligible 'zero emissions vehicle'.
2. The zero emissions vehicle is used (at least somewhat) while carrying out their income earning activities.
3. The individual taxpayer has incurred electricity expenses when charging their zero emissions vehicle at their home.
4. The individual taxpayer has kept the relevant records for the income year.

Step 1 – Calculate the home charging electricity cost

Total kilometres x 4.20 cents per kilometre = Home charging electricity cost

________________ x 4.20 cents per kilometre = ________________

Step 2 – Calculate the home charging electricity deduction

Business kilometres ÷ Total kilometres x Home charging electricity cost

________________ ÷ ________________ x ________________= ________________

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Petrol Expense Estimate Worksheet

Average fuel consumption for car (refer to note 2) ____________________ litres/100 kms

Average fuel price (refer to note 3) _____________________ cents/litre

Petrol expense estimate *(do **not** complete if using **actual** petrol receipts)*

Total kilometres travelled by car	.... kms
Divide by 100	÷.........................100
	....
Multiply by average fuel consumption for car	x ______ litres/100 kms
Total estimated amount of petrol used by car	.... litres
Multiply by average fuel price	x ________ cents/litre
Estimated petrol expense for the year	$ ....
Multiply by business use percentage	x ....%
Estimated petrol expense claim for the income year	**$______________**

Notes:

(1) *Do **not** complete if using **actual** petrol receipts. Refer to TD 97/19.*

(2) *The Green Vehicle Guide provides fuel consumption rates for all new Australian cars produced from 2004 and can be accessed at http://www.greenvehicleguide.gov.au/. There are different fuel consumption rates for urban (low speed), extra-urban (higher speed) or combined driving, and it is necessary to use the consumption rate that best suits the car's driving pattern. Fuel consumption data for many vehicles sold in Australia from 1986 to 2003 can be found at https://www.greenvehicleguide.gov.au/pages/ToolsAndCalculators/SearchOlderVehicles.*

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(3) *The average retail price of petrol used to be published by the Australian Bureau of Statistics ('ABS'). However, it appears that the ABS has stopped publishing these figures. As an alternative, the Australian Institute of Petroleum maintains data relating to the average retail prices for petrol and diesel for both the calendar year as well as the financial year for each State and Territory. This information can be located at https://www.aip.com.au/aip-annual-retail-price-data. Note, for taxpayers in remote/country areas, a different average fuel price would be accepted where independent verification is obtained (e.g., obtaining documentation from the area petrol distributor stating the average retail price of petrol for the relevant period).*