



**Income Tax Return Preparation Checklist**

**2018**

**Checklist E - Motor Vehicle**

**Vehicle Details:**

<b>1. Make</b>	.....		
<b>2. Model</b>	.....		
<b>3. Engine capacity (cc)</b>	.....CC		
<b>4. Registration No.</b>	.....		
<b>5. Original Cost</b>	\$.....		
<b>6. Do you have a current log book?</b> <small>Review every 4 years</small>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
<b>IF NO</b>			
<b>7. Business kilometres travelled during the year</b>	.....km		
<b>IF YES</b>			
<b>8. Log book start date</b>	...../...../.....		
<b>9. Log book finish date</b>	...../...../.....		
<b>10. Business percentage</b>	.....%		
<b>11. Odometer reading - start of tax year</b>	.....km		
<b>12. Odometer reading - end of tax year</b>	.....km		
<b>13. Has your business use varied by more than 10%</b>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

**Expenses:**

<b>14. Fuel &amp; Oil</b>	\$.....
<b>15. Insurance</b>	\$.....
<b>16. Services</b>	\$.....
<b>17. Repairs</b>	\$.....
<b>18. Rego</b>	\$.....
<b>19. Tyres/Battery</b>	\$.....
<b>20. Other</b>	\$.....
<b>21. Loan Interest</b> <small>Please provide loan documents.</small>	\$.....
<b>22. Lease payments</b> <small>Please provide lease documents.</small>	\$.....