



**Income Tax Return Preparation Checklist**

**2024**

**Motor Vehicle Checklist**

**Vehicle Details:**

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

**Expenses:**

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