

FBT client questionnaire 2016 – Please complete your details below and return by 11 April 2016

Employer Name	_____	FBT year start	01/04/2015
Contact person	_____	FBT year end	31/03/2016
Preferred Email	_____		
Preferred contact #	_____		

Please answer all of the following questions and complete the declaration at the end of the questionnaire. The questions relate to the period from 1 April 2015 to 31 March 2016.

Yes / No / Unsure

<p>1. Motor vehicles provided to employees Did your organisation provide motor vehicles to employees (or their associates*) that are leased or owned by the organisation? Please note, even if you provided employees with a non-passenger vehicle (such as a ute or van), you should still tick Yes as you will be required to sign private use declarations to be eligible for an exemption</p>	
<p>2. Expenses paid on behalf of employees Did your organisation:</p> <ul style="list-style-type: none"> • Pay a private expense; or • Reimburse a private expense (such as fuel & oil, subscriptions to clubs, rent on accommodation, private telephone, restaurant meals) on behalf of an employee (or his/her associate)? 	
<p>3. Loans to employees Did your organisation loan any money to an employee (or his/her associate)?</p>	
<p>4. Entertainment provided to employees Did your organisation provide any form of entertainment to an employee (or his/her associate) such as restaurant meals, parties, prizes, alcohol etc.?</p>	
<p>5. Housing and board provided to employees Did your organisation provide housing and/or board to an employee (or his/her associate)?</p>	
<p>6. Car parking provided to employees Did your organisation provide car parking facilities to employees (or his/her associates)? (Note – this includes providing ‘free parking’ on your business premises).</p>	
<p>7. Living away from home allowances Did your organisation pay an allowance to any employee as compensation for living away from home?</p>	
<p>8. Other benefits Did your organisation provide any other type of benefit to an employee (or his/her associate) which has not been noted in any of the questions above?</p>	
<p>9. Notice of non-lodgement If you answered no to all of the above, would you like Sphere Accountants to prepare a Notice of Non-lodgement on your behalf for a nominal fee? (Refer to our attached Schedule of Fees).</p>	

Declaration

I acknowledge that I have understood and answered each of the questions above correctly and completely. I also acknowledge that the employer may be liable to penalties for incomplete or inaccurate fringe benefits tax returns.

Authorised signatory

Name (please print)

Date

** An associate is a relative such as a spouse or child.*

SPHERE ACCOUNTANTS