



ACCOUNTING - BOOKKEEPING & PAYROLL - LENDING - FINANCIAL PLANNING - INSURANCE

## 2023 MOTOR VEHICLE CHECKLIST

PLEASE ALSO REFER TO INDIVIDUAL TAX CHECKLIST AS THIS ONLY RELATES TO MOTOR VEHICLE ITEMS

### VEHICLE DETAILS

VEHICLE MAKE \_\_\_\_\_

FULL MODEL DETAILS \_\_\_\_\_

PLEASE TICK VEHICLE TYPE BELOW:

- SEDAN
- SINGLE CAB
- DUAL CAB

REGISTRATION \_\_\_\_\_

PURCHASE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PURCHASE PRICE \_\_\_\_\_

(Please provide a copy of the tax invoice or purchase contract)

ODOMETER READING 1ST JULY 2022 \_\_\_\_\_

ODOMETER READING 30TH JUNE 2023 \_\_\_\_\_

### PLEASE PROVIDE THE FOLLOWING

- LOGBOOK
- RECEIPTS FOR ALL EXPENSES LISTED
- FINANCE CONTRACT (IF FINANCED)
- VEHICLE TAX INVOICE/PURCHASE CONTRACT
- EMPLOYER DECLARATION FOR WORK-RELATED

CAR USE

\*\*Please refer to our website for this employer declaration template\*\*

### MOTOR VEHICLE EXPENDITURE

REGISTRATION FEES \$ \_\_\_\_\_

INSURANCE FEES \$ \_\_\_\_\_

REPAIRS & MAINTENANCE FEES \$ \_\_\_\_\_

FUEL & OIL \$ \_\_\_\_\_

TOLL FEES \$ \_\_\_\_\_

PARKING FEES \$ \_\_\_\_\_

CARWASH FEES \$ \_\_\_\_\_

ROADSIDE ASSISTANCE \$ \_\_\_\_\_

(Receipts must be kept for all expenses)

### 12 WEEK LOGBOOK SUMMARY

START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

END DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

OPENING ODOMETER READING \_\_\_\_\_

CLOSING ODOMETER READING \_\_\_\_\_

TOTAL BUSINESS KILOMETRES \_\_\_\_\_

TOTAL PERSONAL KILOMETRES \_\_\_\_\_

\*\*Please refer to our website for a 12-week logbook template\*\*

### OUR WIDE RANGE OF IN-HOUSE SERVICES CAN ASSIST YOUR BUSINESS WITH ANY ENQUIRY

BOOKKEEPING & PAYROLL



FINANCIAL PLANNING



MORTGAGE BROKING



INSURANCE



Please ensure you also provide BSB and ACCT NO for ATO Refunds

NEW CLIENTS: Please ensure you have provided to reception or your accountant a copy of last lodged TAX RETURN for depreciation items



Find us on /insightaccounting

www.insightaccounting.com.au

#### PAKENHAM

SMALL BUSINESS CENTRE  
1/35 Southeast Boulevard  
PAKENHAM VIC 3810  
(03) 5941 1302

#### CRANBOURNE

117 High Street (Ground Floor)  
CRANBOURNE VIC 3977  
(03) 5995 2700

#### BEACONSFIELD

Shop 1, 6-10 Old Princes Hwy,  
BEACONSFIELD VIC 3807  
(03) 9707 0555

#### WARRAGUL

Shop 1C  
Warragul Shopping Plaza  
Corner Victoria & Smith Street,  
WARRAGUL VIC 3820  
(03) 5622 1793