



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

2024 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 2023 _____

ODOMETER READING 30TH JUNE 2024 _____

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



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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