

# Motor Vehicle Information



CLIENT NAME:

## MOTOR VEHICLE DETAILS

|   |                |  |    |
|---|----------------|--|----|
| Vehicle Make & Model:   |                |  |    |
| Owner of Vehicle:   |                |  |    |
| Date Purchased:   | ____/____/____ | Purchase Price:                              | \$ |
| <input type="checkbox"/> Leased   |                | <input type="checkbox"/> Financed (car loan) |    |
| <input type="checkbox"/> Paid Cash  |                |  |    |
| Please e-mail, fax or post to our office a copy of your Finance Documents / Lease Agreement (if you haven't already). |                |  |    |
| Registration No:  |                |  |    |

## INFORMATION FOR TAX RETURN IF LOG BOOK IS KEPT

- ❖ A log book **must** contain a record of business use for a continuous 12-week period, which is representative of the car's usage.
- ❖ The information that must be recorded for each business journey is :
  1. The dates on which the business travel began and ended
  2. The odometer readings at the start and end of each travel
  3. The purpose of the business travel with adequate descriptions (such as delivering goods to customers, making house calls)
- ❖ A log book is valid for a **maximum period of 5 years**. A new log book is to be prepared after the expiry of an old log book.
- ❖ Please note travel between your home and your workplace is not business travel unless you carry bulky tools
- ❖ If you need more information on how to prepare a log book, contact Cortex Accounting.

|   |                                       |
|---|---------------------------------------|
| Period Covered on the Log Book:                 | From ____/____/____ To ____/____/____ |
| Business Km in Log Book Period:                 | _____ km                              |
| Total Km in Log Book Period:                    | _____ km                              |
| Calculation of Business Use % on Your Log Book: | _____ %                               |

## RUNNING COSTS FOR THE YEAR

|                     |  |                        |    |
|---------------------|--|------------------------|----|
| Fuel:               | \$                                       | Insurance:             | \$ |
| Registration:       | \$                                       | Repairs & Maintenance: | \$ |
| Services:           | \$                                       | Tyres / Battery:       | \$ |
| RAA Membership:     | \$                                       | Parking:               | \$ |
| Tolls:              | \$                                       | Other: _____           | \$ |
| Payment of car loan | Monthly \$ _____ & Annual Total \$ _____ |                        |    |

## INFORMATION FOR TAX RETURN IF LOG BOOK IS NOT KEPT

|   |          |
|---|----------|
| Estimated Business Km in 2020 during the Financial Year (July to June): | _____ km |
|---|----------|