



DECLARATION OF DAYS UNAVAILABLE FOR PRIVATE USE

PLEASE COMPLETE AND SIGN THE FOLLOWING:

Name:	Employer:
Vehicle Rego No:	Employee No/ID:
Email Address:	

***IMPORTANT:** To claim 'Days Unavailable for Private Use' you must complete this form and forward it to your employer with evidentiary documentation. These documents must prove to your employer and subsequently the ATO that the car has **NOT** been made available for private use, either by an employee or their associates; for the specified period of time during the FBT year. The ATO guidelines require that the vehicle be stored at the employer's premises or at an alternative premises, where there is a formal arrangement to store and prohibit the private use of the vehicle. The vehicle must be unavailable for the entire day (24 hours), part days are not claimable. **Please note:** Vehicles undergoing ordinary servicing requirements fall outside of this Taxation determination and can not be claimed as 'Days Unavailable for Private Use'.

For a more comprehensive explanation or further clarification of Days Unavailable for Private Use, please refer to our website www.sgfleet.com.au/driverforms.aspx.

Vehicle Storage Location:	
Date Vehicle was Stored:	
Date Vehicle was Collected:	
Total Number of Days: (inclusive of the drop off and collection day)	
Less Storage and Collection Days:	2
Actual 'Days Unavailable for Private Use' Claimed:	
Reason for 'Days Unavailable for Private Use': Eg: Repairs due to accident etc.	

EMPLOYEE DECLARATION:

I declare that I have read and understood the ATO rulings regarding 'Days Unavailable for Private Use' and that the details provided in this statement are correct in all detail.
I acknowledge that I may be charged for any fines, penalties and or additional FBT incurred by my Employer arising from false or misleading declarations made by myself.

Employee Signature:	Dated:
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Please forward this signed declaration to your employer along with the supporting evidentiary documentation.

VERIFIED BY (EMPLOYER):

The above claim for Days Unavailable for Private Use has hereby been approved and we request sgfleet adjusts their records accordingly.

Authorised Signature:	Dated:
Full Name:	Title:

PLEASE FAX COMPLETED FORM TO (02) 9391 5600, OR MAIL THE ORIGINAL TO:
SG Fleet Australia Pty Limited
FBT Returns
PO Box 252
PYMBLE NSW 2073