



SG Fleet Australia Pty Limited ABN 15 003 429 356  
 Building 3, Level 2, 20 Bridge Street, Pymble NSW 2073  
 Ph: 02 9494 1000 Fax: 02 9391 5600  
 PO Box 252, Pymble NSW 2073  
 web: www.sgfleet.com

## Declaration of Days Unavailable For Private use

<b>Name:</b>	<b>Employer:</b>
<b>Vehicle Rego No:</b>	<b>Employee No/ID:</b>
<b>Email Address:</b>	

### Important Information

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 the sgfleet website [www.sgfleet.com.au/driverforms.aspx](http://www.sgfleet.com.au/driverforms.aspx) or the attached/enclosed document titled 'Days Unavailable for Private Use Explanation'.

### Vehicle and Usage Information

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

**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.

<b>Employee Signature:</b>	<b>Dated:</b>
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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 adjust their records accordingly.

<b>Authorised Company signature required :</b>	<b>Dated:</b>
<b>Full Name:</b>	<b>Title:</b>

PLEASE FAX COMPLETED FORM TO (02) 9391 5611, OR MAIL THE ORIGINAL TO:  
 SG Fleet Australia P/L  
 Customer Service  
 PO Box 252,  
 PYMBLE NSW 2073