Please e-mail, fax or post this form back to our office **PRIOR** to your appointment:

**TO:** **Sage Business group** **FAX:** 03 9744 6577

**ATTENTION:** [ACCOUNTANT NAME] **E-MAIL** [admin@sagegroup.com.au](mailto:admin@sagegroup.com.au)

|  |  |  |  |
| --- | --- | --- | --- |
| **CLIENT NAME:** |  | **CLIENT SIGNATURE:** |  |

|  |  |  |  |  |  |
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| **INFORMATION FOR 2018 TAX RETURN** (1 July 2017 to 30 June 2018) | | | | | |
| **Log Book Kept:** |  **Yes** | | |  **No** | |
| **Period Covered by the Log Book:** |  | | | | |
| **Motor Vehicle Registration Number:** |  | | | | |
| **Motor Vehicle Make & Model:** |  | | | | |
| **Owner/s of Vehicle:** |  | | | | |
| **Driver of Vehicle:** |  | | | | |
| **Total Km Travelled in Financial Year:** |  | | | | |
| **Business Km in Log Book Period:** |  | | | | |
| **Total Km in Log Book Period:** |  | | | | |
| **Log Book calculation of Business Use %:** |  | | | | |
| **Motor Vehicle Engine Size:** |  **Up to 1.6 litres** | |  **1.601 to 2.6 litres** | |  **Over 2.6 litres** |
| **Date Purchased:** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** | | **Purchase Price:** | | **$** |
| **How was the vehicle financed?** |  **Lease** |  **Paid Cash** |  **Chattel Mortgage** | |  **Hire Purchase** |
| **Date sold (if applicable in this tax year?)** | **\_\_\_\_ / \_\_\_\_ / \_\_\_\_** | | **Sale Price:** | | **$** |

|  |  |  |
| --- | --- | --- |
| **RUNNING COSTS** | **TOTAL FOR YEAR** (including GST) | **MONTHLY PAYMENTS** |
| **Fuel/Oil:** | **$** | **Please e-mail, fax or post to our office a copy of your Hire Purchase / Lease / Chattel Mortgage Agreement (if you haven’t already).** |
| **Registration:** | **$** |
| **Insurance:** | **$** |
| **Repairs & Maintenance:** | **$** |
| **Lease Payments:** | **$** | **$** |
| **Hire Purchase / Chattel Mortgage Payments:** | **$** | **$** |
| **Interest Paid:** | **$** |  |
| **Services:** |  |  |
| **Tyres/Battery:** |  |  |
| **Membership Fees:** | **$** |  |
| **Parking & Tolls:** | **$** |  |