



SG Fleet Australia Pty Limited ABN 15 003 429 356  
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## 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 is not in your (includes associates) control or custody; the vehicle is stored at the employer's premises or at an arranged business premises; you and your associates are not entitled to use the vehicle for private purposes. 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 cannot be claimed as 'Days Unavailable for Private Use'.

## Vehicle and Days Unavailable Information

<b>Vehicle Storage Reason:</b>	
<b>Location:</b> <input type="checkbox"/> Employer Premises <input type="checkbox"/> Smash Repairs <input type="checkbox"/> Other, please specify:	
<b>Date In : (Drop off)</b>	
<b>Date Out: (Collection)</b>	
<b>Total Number of Days: (inclusive of the drop off and collection day)</b>	
<b>Less Storage and Collection Days:</b>	2
<b>Actual 'Days Unavailable for Private Use' Claimed:</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 return completed form to email [novatedservice@sgfleet.com](mailto:novatedservice@sgfleet.com)