

ezytax
BLUE

logbook
manual



MV LOGBOOK

There are **ONLY** two ways to claim motor vehicle deductions – c/km or logbook method.

Generally, most people will choose c/km as it is fast, easy and in most cases provides the bigger deduction. The biggest limitation of claiming the c/km method is that the deduction is capped at a max of 5000km per vehicle. Clients who drive larger amounts for work **OUTSIDE OF THE COMMUTE** (home to work/work to home) or those that have higher vehicle costs can be left without a method to claim a larger deduction. A properly recorded logbook allows the client to determine exactly how much of their vehicle use was for work/business expressed as a %.

NO LOGBOOK = C/KM ONLY

NO RECEIPTS = C/KM ONLY

1. If a client wishes to claim using a logbook then you must confirm the logbook has been done correctly. Ensure that:
 - ✓ The client has recorded 12 consecutive weeks of travel information – that is ALL travel including work AND personal
 - ✓ The recording period was started during the financial year in question (or they have a logbook within the last 5 years).
 - ✓ It clearly identifies work and personal travel
 - ✓ Has beginning odometer reading and ending odometer reading.
 - ✓ Client has kept all their motor vehicle receipts
2. Once this has all been determined, begin entering the logbook info into MYOB under D1 – Work Related Car Expenses

Front cover	Income	Deductions & Losses	Tax offsets	Medicare	Adj Credits	Income tests	Spouse details	Business items
Deductions								
D1 Work-related car expenses						A	7443	B
D2 Work-related travel expenses						B	270	
D3 Work-related clothing, laundry and dry cleaning expenses						C	814	C
D4 Work-related self-education expenses						D		

3. Complete the following boxes in **PINK**:

- **Total km travelled** = End Odometer – Start Odometer; Business % claimed will automatically calculate.
- **Fuel** – Choose either Estimated cost or Actual cost. Actual cost is easiest – add up all the clients fuel receipts.

Estimated cost – Enter Total km Travelled, Avg fuel cost (from a google search of average fuel costs in the area), Litres per 100km for that particular make/model of car.

- Enter all deductions per Client's receipts

02 Log book business use percentage method - B

Motor vehicle operating expenses

	Total km Travelled	Average fuel cost (cents)	Litres per 100 km	Amount
Estimated fuel cost	10000		7.70	
Actual fuel cost				924.00


Fuel election A ... Actual fuel cost 924.00

Depreciation	
Insurance	500.00
Interest or leasing charges	
Oil or other fuels	120.00
Registration	600.00
Repair expenses	200.00
Other	700.00
Total operating costs	3044.00

Log book start date	01/07/2019
Log book end date	01/10/2019
Business % shown in log book	25

Total km travelled	10000
Business km travelled	2500
Business % claimed	25.00

If they do not have a logbook for the current year but have claimed in previous years, ask if any changes. If none, then claim the same percentage.

4. Box in **BLUE** can be left blank or you can enter what is shown in the logbook.
5. If you enter both c/km method and logbook MYOB will default to using whichever of the two methods that provides the largest deduction.
6. Press  to close MV schedule.

REMEMBER:

NO LOGBOOK = C/KM ONLY

NO RECEIPTS = C/KM ONLY

It does **NOT** matter if the client does more than 5000km, bought the vehicle for only business use, has receipts, wants to claim repairs. If in doubt refer to the red text above.