

Car Checklist 1 - N.B. Please complete a separate car checklist for each car

Car:

Car details

1	Registration number	
2	Cost Price	
3	Date of Purchase	
4	Odometer start 1 st July 2018	
5	Odometer end 30 th June 2019	
6	Business Kms or use %	
7	Claim method ☐ Set rate/business km: - A maximum of 5,000 business kms may be claimed in this method. - Please provide business kms travelled (complete above). ☐ Log book: Need a new log book? Simply download from our website by clicking on the following link: http://www.bove.com.au/resources/ The following additional information is required for this method to be used: - Odometer readings and business use % (complete above). - A valid logbook (must be completed within the last five years and cover a period of 12 continuous weeks). - Please complete the checklist below:	

Expenses - Please provide a summary of expenses. Do not provide individual receipts as you will be charged an hourly rate to calculate total expenses. (Log book Method Only)

		\$	Yes	N/A
1	Fuel / oil	\$	☐	☐
2	Tyres / battery	\$	☐	☐
3	Repairs	\$	☐	☐
4	Insurance	\$	☐	☐
5	Services	\$	☐	☐
6	Registration / 3rd party	\$	☐	☐
7	Lease payments	\$	☐	☐

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8	Interest		\$	☐	☐
9	Parking / car wash		\$	☐	☐
10	Other		\$	☐	☐
New car purchase information: – Upload the following documents by Clicking here				Yes	N/A
1	Contract of purchase/Tax Invoice			☐	☐
2	Finance Documents (if applicable)			☐	☐
Disposal of existing car information:					
1	Date of disposal _____			☐	☐
2	Disposal price \$			☐	☐
Where you have answered YES, Upload documents where requested or include details on the last page titled “Other information”.					

Other Information

Please provide any further information below: