



# FULL FBT MOTOR VEHICLE

## INFORMATION FACTSHEET

## BENEFITS OF PACKAGING A VEHICLE

Packaging your motor vehicle can lower your effective tax rate and assist in your cash flow management, giving you a greater net take-home pay. Many employees will benefit from salary packaging their motor vehicle. Your individual benefit is dependent on your marginal tax rate, the purchase price of your vehicle and the distance your vehicle travels each year.

---

### What is a “motor vehicle” for salary packaging purposes?

A “motor vehicle” includes new and second hand cars, station wagons, panel vans, utility trucks or similar vehicles designed to carry a load of less than one tonne, and any other road vehicle designed to carry a load of less than one tonne or fewer than nine passengers. This is the definition of a motor vehicle used for FBT purposes.

A salary packaged vehicle can be for personal use only or a combination of personal and business use and there is no limit on the number of vehicles you can salary package.

---

### Why should I package my car?

***Packaging your car can result in lowering your effective tax rate.***

The costs of your packaged car are generally paid from your pre tax earnings giving you a greater take home pay when compared to paying for all motor expenses from your after tax dollars. The tax on these earnings (in the form of FBT) is calculated at a concessional rate. This means that the effective tax rate paid by you on the earnings used to buy and run your car is usually lower if you package your car than if you pay for it from your “after tax” earnings.

Selectus will assist you to make a post-tax contribution of an amount equal to the car benefit’s FBT value in order to eliminate the salary packaging related FBT liability and reportable fringe benefits (please read Recipient Payment Method Fact Sheet).

---

### Packaging your car can also assist your cash flow management.

Acquiring a car involves a significant initial outlay as well as regular annual registration and insurance expenses. However, by packaging a fully maintained car you can spread out these costs throughout the year.

---

### Packaging your car also allows choice, flexibility and portability.

You can choose a car that meets your needs and use it in a manner that satisfies your requirements. With a novated lease you can generally retain your car if you change employers during the lease period and with a finance novated lease you can purchase the car at the end of the lease if you wish.

## EXAMPLE (INDICATIVE ONLY)

### Gross Annual Taxable Income \$65,000

#### Description of benefits packaged (All costs are GST inclusive)

- You have a \$30,000 car (fully maintained) which is leased at \$17,003 per annum which includes the lease payment and all other running costs.
- Vehicle is financed over a 3 year period.
- You travel 20,000kms in an FBT year.
- Your employer is able to claim the input tax credits and passes them on to you.

It is your responsibility to ensure that when you are comparing quotes from various leasing companies that you understand the details of each quote and ensure that you are comparing like figures. For example the quotes might vary as to whether the figures are GST inclusive or not; or that, for instance, the 36 months lease is paid with 34 payments i.e. 2 months deferred. In addition, you need to understand the difference between the FBT value of the car and the purchase amount. Please refer to the definitions provided for you throughout this Fact Sheet and the FBT Year End Fact Sheet.

	Car not packaged	Leased car packaged
Gross fortnightly salary	\$2,492.04	\$2,492.04
Car lease and running costs pre-tax	\$0	-\$438.72
ITC (return of GST) pre-tax	\$0	+\$59.45
<b>Gross fortnightly taxable salary</b>	<b>\$2,492.04</b>	<b>\$2,093.21</b>
Tax (inc Medicare levy)	-\$540	-\$400
Recipient payments (post tax payments)	\$0	-\$215.24
Car lease and running costs not packaged	-\$653.96	\$0
Net fortnightly salary after motor vehicle expenses	\$1,298.08	\$1,477.97
<b>Net fortnightly salary packaging benefit</b>	<b>NIL</b>	<b>\$179.88</b>
<b>Net annual salary packaging benefit</b>	<b>NIL</b>	<b>\$4,676.98</b>

### NOTE:

This example is indicative only. You should clarify any question you may have regarding this example by consultation with an accountant, financial adviser or Selectus consultant. An annual fee, which is also packaged, is payable to Selectus fortnightly from your pre-tax salary.

---

## What are the lease agreements?

To package your car using Selectus you will need to lease your car using a novated lease arrangement.

---

## What is a novated lease?

A novated lease is simply a series of arrangements between the leasing company, your employer and you which transfers the obligation and rights under the lease to your employer, but enables you to retain control over the motor vehicle. Novated leases are very common in Australia.

You need to arrange a lease with the finance company for the motor vehicle and then to enter into a novation agreement with your employer. Lease payments and other running costs are then deducted from your remuneration package.

Your employer becomes the lessee of the car and provides it to you, the employee, for your unrestricted use. In other words, as part of your remuneration package the vehicle may be used exclusively by you, your partner or family members.

The novation is current for the term of your lease unless you cease employment. If you cease employment with your current employer the novation will terminate and the lease obligations and rights will be transferred back to you.

---

## What is a novated finance lease?

A finance lease is akin to purchasing goods by instalment payments. At the end of the lease you have the obligation to pay out the residual value. The residual value is usually 46.88% and 37.50% of the cost of the car for a 3 and 4 year lease respectively. This can generally be financed by the sale of the vehicle.

Alternatively, you can purchase the vehicle from the Fleet Manager (for the residual value).

---

## What payments do you make?

The payments under your novated lease will comprise:

- Periodic (monthly/fortnightly) lease payments which, like loan repayments, include both an interest and a capital component. These are the amounts that are packaged;
- With a novated finance lease, the **residual value**, which is a fixed percentage of the value of the purchase price of the car, plus GST, is payable at the end of the lease from after tax dollars. This component cannot be salary packaged.

## TAX TIP

The benefit of packaging a car will generally be greater the higher:

- Your income, and therefore the higher your marginal tax rate;
- The kilometres you travel in a FBT year, which will lower your statutory fraction (see Statutory Formula method below).

---

## Who is responsible for operating costs and maintenance?

When salary packaging a motor vehicle, you will pay for the lease payment and all running expenses (plus FBT if applicable) from your salary.

---

## What happens if I leave during the lease period?

If you leave your employer during the course of the lease the novation will be automatically terminated and the lease obligations will return to you.

Should your new employer also offer their employees the opportunity to salary package, you can organise to get a new Deed of Novation from your finance company and have this signed by your new employer. You can then continue to package the vehicle with the new employer.

---

## What happens at the end of the lease?

A novated lease agreement ceases on termination of your employment or at lease end. This means that the residual responsibility becomes yours at the end of the lease.

Under a finance novated lease, at the end of the lease term the residual, plus GST, must be paid to the Lessor (Finance Company). This is often achieved by selling the car or trading it in and entering a new lease. You may make an offer to purchase the car for the residual value. The residual payment is your responsibility as the novation ceases on lease termination.

Should you decide to sell or trade in the vehicle at the end of the lease you would pay out the residual value from the sale price. Any funds left over from the sale, after paying out the residual amount is kept by you and is tax free.

---

## What other matters need to be considered?

Salary packaged motor vehicles can either be new or second hand, usually up to 4 years of age.

---

## What is the tax treatment of a packaged motor vehicle?

### FRINGE BENEFITS TAX

The motor vehicle “benefit” will be subject to FBT. FBT is payable by your employer but will be charged against your remuneration package. You may structure your salary package to eliminate the FBT liability. This is achieved by employees making post tax recipient contributions which eliminate the FBT taxable value of each benefit (please read Recipient Payment Method Fact Sheet).

If you hold a vehicle for a part FBT year or the vehicle is unavailable during the FBT year, it is essential that you read Motor Vehicle FBT YearEnd Fact Sheet.

---

## Disclaimers and Disclosures

The provisions of this Fact Sheet and the benefits of packaging your salary using Selectus are subject to the provisions of your employment contract and your employer’s policy regarding remuneration packaging.

This Fact Sheet is based on taxation and other laws that are current as at 1 July 2011. It contains general information only which is based on the continuance of present laws and rulings and their interpretation.

The information in this Fact Sheet is not intended as professional advice. You should obtain independent legal and financial (including taxation) advice on salary packaging as it affects your individual circumstances.

Applications must be approved by the Leasing Company or Fleet Manager concerned.

## VALUATION METHOD 1.

### STATUTORY FORMULA

---

The statutory method is the default valuation method used in relation to car benefits. Selectus Employee Benefits will apply this method to the packaging of your car unless you use the operating cost method.

The statutory formula valuation method calculates the FBT taxable value of the benefit based on the cost of the car and the distance travelled during the year. Note: that even if your vehicle is unavailable for part of the FBT year you still need to travel the nominated kilometres

The cost of a leased car is the value recorded in the lease, plus any non-business accessories (e.g. air conditioning, stereo). Business accessories, such as a mobile phone kit, registration and stamp duty charges are not included in the value for FBT purposes.

Where, at the beginning of the FBT year (1 April) the car has been held by the provider (your employer) for more than 4 years, the cost of the car for FBT purposes is reduced to two thirds of the value recorded in the lease. The cost of non-business accessories is not reduced.

---

### Definition of FBT value or BASE value of a motor vehicle

FBT Value or Base Value of a motor vehicle is the amount that Selectus uses to determine the FBT liability on an individual motor vehicle. For a new motor vehicle the FBT value is the on the road cost of the motor vehicle minus stamp duty, registration and third party. For second hand motor vehicles it is purchase price minus stamp duty.

---

### Financed amount

When salary packaging via a novated lease arrangement, the finance company can claim GST on the purchase price from the ATO via Input Tax Credits. This means the amount required to finance the salary packaged motor vehicle will be the on the road cost minus GST payable on the purchase price of the motor vehicle.

This can save you thousands of dollars on the purchase price of your motor vehicle.

---

### Logbook requirements

No log books are required when using the Statutory Formula Method. However you will need to complete Selectus' End of FBT Year Declaration in which you will record your odometer reading at 31 March each year. (please read Motor Vehicle FBT Year End Fact Sheet).

## VALUATION METHOD 1.

### STATUTORY FORMULA (CONT.)

#### Recent changes to statutory fractions

In the May 10, 2011 Budget, the Government changed the existing statutory fractions which are used to determine the amount of FBT or post tax dollars you will pay when salary packaging your motor vehicle.

The reasons for making the changes are to bring everyone who salary packages a vehicle on to the same statutory fraction rate of 20%, no matter how many kilometres the vehicle travels in an FBT year.

As you can see from the table below, for those employees who are travelling over 25,000 kilometres per annum, the rates used each FBT year will increase over a period of 2 to 3 years until the rate reaches the required rate of 20%.

This means that each year your FBT or post tax dollar contribution will increase until the 20% rate is reached. From that point on your FBT or post tax contributions will remain the same each FBT year.

For those employees who are travelling under 15,000 kilometres per annum the recent Budget changes are very good news indeed!. These vehicles were taxed at 26% and this has now been reduced to 20%, making salary packaging your vehicle even more tax effective!

For those employees who are travelling between 15,000 kilometres and 24,999 kilometres per annum, no changes were made in the May 10 Budget and you will remain on the statutory formula rate of 20%.

For all employees who have already set up their novated lease prior to the May 10, 2011 Budget, you will remain on your existing pre Budget statutory formula rate for the life of their current lease.

#### The FBT taxable value of the car benefit is calculated as follows:

BASE VALUE OF MOTOR VEHICLE **X** STATUTORY FRACTION

Number of kilometres travelled in an FBT Year	Pre May 10 2011 novated leases	New novated leases entered in to after 7.30 pm 10 May 2011			
		From 10 May 2011	From 1 April 2012	From 1 April 2013	From 1 April 2014
0-15,000 kms	26%	20%	20%	20%	20%
15,000-25,000 kms	20%	20%	20%	20%	20%
25,000-40,000 kms	11%	14%	17%	20%	20%
> 40,000 kms	07%	10%	13%	17%	20%

You will need to record your odometer reading at 31 March (the end of the FBT year) each year and whenever you acquire or dispose of a packaged car.

## VALUATION METHOD 2.

### OPERATING COST METHOD

The operating cost method is an alternative valuation method to the statutory formula. If you wish to use this method you will need to contact Selectus and complete the necessary election form.

Some employers do not allow their employees to use the operating cost method, so please check with your employer first.

The operating cost method works when the percentage of business use of the vehicle results in less FBT being paid when compared to using the statutory formula method.

The operating cost method calculates the FBT taxable value of the benefit based on the total expenditure in relation to the vehicle for the year that was used for personal use.

### The FBT tax able value of the benefit is calculated as follows:

TOTAL OPERATING COSTS

X

PRIVATE USAGE PERCENTAGE

—

EMPLOYEE POST TAX RECIPIENT CONTRIBUTION

### Logbook requirements

When using the Operating Cost Method you must keep a logbook for a continuous period of at least 12 representative weeks of car usage in the first year that the benefit is provided. A new 12 week logbook must be kept at least every five years, or more often, if usage patterns change. A new log book must be kept for each motor vehicle salary packaged, you cannot use a log book from a previous vehicle.

The logbook must record each business journey in the car; detailing the date that the journey began and ended, the odometer reading when the journey began and ended and the purpose of the journey.

Travel to and from work is not regarded as business travel.

Odometer readings need to be taken at the beginning and end of the logbook period.

Private journeys do not have to be recorded.

### TAX TIP

The operating cost method is appropriate when you have a high level of business usage.

You will need to keep a logbook to substantiate your business usage.

### Reportable fringe benefits

Normally a packaged car will give rise to a reportable fringe benefit.

### GST

GST will be payable on your running expenses. Your employer will be able to claim an input tax credit for any GST on the pre tax portion of the lease payments and operating costs. Your employer will be able to claim input tax credits and then pass them back to you.

## STATUTORY FORMULA METHOD CALCULATION

### STEP 1:

Determine the annualised number of whole kilometres using the below formula:

$$\frac{\text{KILOMETRES} \times \text{DAYS IN AN FBT YEAR}}{\text{DAYS CAR HELD}}$$

#### EXAMPLE

Opening kilometres =	5,050 km
Closing kilometres =	12,700 km
Total kilometres =	7,650 km
Days in the FBT year =	365 (def 1)
Days vehicle held in the FBT year =	119 days (def 2)

$$\frac{7,650 \text{ km} \times 365}{119} = 23,464 \text{ km}$$

### STEP 2:

Determine the statutory fraction:

Kilometres travelled = **23,464 kms**  
Therefore statutory fraction = .20

### STEP 3:

Determine the FBT taxable value of the car benefit using the below formula:

$$\frac{\text{COST OF CAR} \times \text{STATUTORY FRACTION} \times \text{DAYS AVAILABLE FOR PRIVATE USE FOR THE REMAINDER OF THE FBT YEAR}}{\text{DAYS IN THE FBT YEAR}}$$

#### EXAMPLE

Cost of car =	\$25,000
Kilometres travelled =	23,464 kms
Therefore statutory fraction =	.20
Days available for private use =	110 (def 3)
Days in the FBT year =	365 (def 1)

$$\frac{\$25,000 \times 0.20 \times 110}{365} = \$1,507 \text{ FBT Value}$$

### STEP 4:

If this employee pays \$1,507 in after tax dollars towards the running costs of the packaged vehicle there will be no FBT and no Reportable Fringe Benefit (RFB).

(Please read Recipient Payment Method Fact Sheet)

$$\$1,507 \text{ (FBT tax value)} - \$1,507 = \$0$$

- When the FBT taxable value of the benefit is cleared in this way, the FBT liability and reportable fringe benefits are also reduced / eliminated.
- In the first and last years of your lease, you will not salary package the vehicle for a full FBT year. Therefore we have to annualise the kilometres travelled as illustrated below. This calculation is used to determine the amount of post-tax deductions needed to eliminate any FBT.
- Your salary packaged motor vehicle will be available to you for private use for 365 days of the year.

Please read the Motor Vehicle FBT Year End Factsheet to fully understand the importance of travelling your estimated kilometres.

## OPERATING COST METHOD CALCULATION

### STEP 1:

Determine the FBT taxable value of the car benefit:

Lease payments = \$7,260  
Operating costs = \$4,000  
Non-business usage = 20%

$$(\$7,260 + \$4,000) \times 20\%$$

$$= \$2,252 \text{ FBT Value}$$

### STEP 2:

In this example, if the employee pays \$2,252 in after tax dollars towards the running costs of the packaged vehicle there will be no FBT and no Reportable Fringe Benefit (RFB).

(Please read Recipient Payment Method Fact Sheet)

## SALARY PACKAGING A MOTOR VEHICLE – CHECKLIST

### PREPARATION AND SELECTING A MOTOR VEHICLE

ACTION	EXPLANATION
<p>Collect, read and understand the following information:</p> <ul style="list-style-type: none"> <li>Information available on the Selectus website: <a href="http://www.selectus.com.au">www.selectus.com.au</a></li> <li>The salary packaging section of your internal policy document</li> <li>Selectus Motor Vehicle Fact Sheet</li> </ul>	<p>If you salary package any part of your salary you will have certain responsibilities of which you must be aware.</p> <p>Importantly salary packaging does not benefit everybody at all times. It is your responsibility to ensure it is right for you!</p>
<p>If you are comfortable with the concepts of salary packaging and wish to continue go to Step 3.</p> <p>If not re-read the above information or seek the advice of a professional.</p> <p>Contact Selectus for further advice.</p>	<p>It is important that you understand salary packaging and your responsibilities.</p> <p>Using professional advice may incur a fee you but it will give you peace of mind, ensure salary packaging is right for you and allow you to maximise your benefit.</p>
<p>Select the type of motor vehicle and its features you wish to purchase.</p> <p>Before you are able to salary package you may need to obtain a Salary Packaging Agreement/Authority Letter from your HR Team allowing you to salary package.</p>	<p>You choose the car you want.</p> <p>You will not be able to commence salary packaging without receiving this Agreement / Authority Letter which is essential for Selectus to proceed with your salary package.</p>
<p>Request quotes for your motor vehicle from vehicle suppliers or Selectus by calling 1300 651 117.</p>	<p>For more information go to <a href="http://www.selectus.com.au">www.selectus.com.au</a></p>
<p>You must make an informed choice and understand the impact of the arrangement on your take home pay. You can do this by:</p> <ul style="list-style-type: none"> <li>Obtaining independent financial advice</li> <li>Contacting a Selectus Consultant</li> </ul>	<p>You can also ring Selectus for a free Salary Packaging Comparison. (you must include the quote for the vehicle and advise of any unique income tax arrangements, e.g., HECS debt). This service is limited to two packaging scenarios.</p>

## ORDERING YOUR VEHICLE AND CREATING YOUR SALARY PACKAGE

ACTION	EXPLANATION
<p>Agree on the following:</p> <ul style="list-style-type: none"><li>• The vehicle you will package</li><li>• How you will finance the vehicle</li><li>• Where you will seek your finance</li><li>• The structure of your salary package</li><li>• The number of kilometres you will travel</li></ul>	<p>Selectus Consultants will make sure you maximise your benefit while ensuring you understand exactly your responsibilities.</p> <p>The number of kilometres you travel within an FBT year will be used to calculate your FBT liability at the end of the FBT year. You must accurately predict and monitor how far you are going to travel in an FBT year (1 April – 31 March)</p>
<p>Selectus Fleet, the lease arm of Selectus, has a two month deferred payment start to the lease.</p>	<p>This means salary deductions can start immediately allowing time to build a balance to cover the first lease payment.</p>
<p>Other Lessors (finance / lease companies):</p> <p>Due to uncertainty surrounding delivery dates for motor vehicles it is often difficult to establish payroll deductions in advance of delivery dates.</p> <p>An employee has two broad options:</p> <ul style="list-style-type: none"><li>• Pay their first lease payment from their own net pay and/ or savings, then seek reimbursement from before tax salary (once payroll deductions have been caught up with); or</li><li>• Have multiple payroll deductions made from the first few fortnights pay to catch up the income that is required to be collected to pay the financier.</li></ul>	<p>The first option will ensure that your motor vehicle financier receives lease payments in a timely manner. As lease payments are either fortnightly or monthly in advance and payroll is fortnightly in arrears, an employee should budget for an increase in deductions in the first few fortnights' pays after taking delivery of the vehicle.</p>
<p>Once you are comfortable with the requirements of salary packaging and your responsibilities place the order to purchase your vehicle</p>	<p>At this stage you should also arrange insurance for the vehicle. This may be included in a fully maintained lease.</p>

# FULL FBT MOTOR VEHICLE

ACTION	EXPLANATION
<ul style="list-style-type: none"><li>• Arrange the vehicle finance and documentation through the Fleet Provider/Financier.</li></ul>	Finance companies will not release the vehicle finance unless the vehicle is insured.
<p>Once you have received your finance documentation send the following documentation to the HR Team for employer acknowledgment:</p>	
<ul style="list-style-type: none"><li>• Novation Agreement and schedule signed by you</li><li>• A copy of the purchase invoice of your vehicle,if available</li></ul>	
<p>Complete the following Selectus forms:</p> <ul style="list-style-type: none"><li>• Client Details form</li><li>• Package Details form</li><li>• Motor Vehicle Package Details form</li><li>• Financial Declaration form or waiver to seek financial advice form, if applicable</li><li>• Lease Schedule</li><li>• A copy of the purchase invoice of your vehicle</li><li>• Fuel Card Application, if applicable</li></ul>	<p>Selectus requires the purchase invoice of the motor vehicle to verify the purchase price of the motor vehicle.</p> <p>It is this figure that is the basis of all Fringe Benefits Tax calculations.</p> <p>If using a Selectus Consultant, all Selectus forms will be completed for you and substantiation documents collected from you.</p>
<p>If not using a Selectus Consultant, you will need to send all of the relevant documentation through to Selectus. You will also need to sign the Selectus Authorisation Form. If using a Selectus Consultant they will assist you to finalise your salary package and create for you a Selectus Authorisation to sign.</p>	<p>Please send a photocopy of your documents to: Locked Bag 4000, Melbourne, Victoria, 3001.</p> <p>Or fax to Selectus on (03) 8615 4911.</p>
<p>Check the Selectus Authorisation, as it shows in detail how your package has been set up by Selectus and the payments it will make on your behalf. Sign the Selectus Authorisation and return it to your Consultant or Selectus.</p>	<p>Selectus can only instruct your payroll team to deduct money from your salary after Selectus has received all the relevant documentation and the signed Authorisation.</p>
<p>Selectus will update the Selectus administration system. Selectus will notify your employer to commence deductions from your salary. If all documentation and signed authorisation have been received Selectus will commence making payments.</p>	<p><b>Even if funds have been deducted from your salary no payments will be made until all documentation and the authorisation have been received.</b></p>
<p>You will receive a PIN and password to the Selectus website to allow you to monitor your salary package.</p>	<p>Part of your responsibility is to monitor your package and ensure you travel the required kilometres in an FBT year.</p>
<p>If you do not receive this communication please contact Selectus.</p>	<p>Please contact Selectus at any time you believe you will not do the kilometres estimated at the start of the lease.</p>