[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re: [Insert year] Fringe Benefits Tax Return**

Based on the information that you have provided, we have calculated that:

(i) The taxable value of [insert employee name] car for the year ended 31 March [insert year] is $[insert amount].

(ii) The taxable value of [insert employee name] car for the year ended 31 March [insert year] is $[insert amount].

As requested, we have offset your FBT obligation of $[insert offset amount] to the business against the credit balance of your salary account (known as an Employee Contribution), by raising a journal entry covering the period 1 April [insert year] to 31 March [insert year], which is included in the financial accounts for income tax purposes.

Please note that you are required to pay GST on this Employee Contribution. The contribution of $[insert amount] should be added to income at G1 and GST payable of $[insert amount] should be added to label 1A on your [insert quarter] quarter [insert year] BAS.

The FBT Return is due to be lodged by the [insert lodgment due date]. Please sign the attached Return and forward the Declaration to our office for lodgment.

There are no Reportable Fringe Benefits amounts that need to be added to your Income Statements for the year ended 30 June [insert year] as a result of this Employee Contribution.

If you have further queries on any details contained in this letter or on any other matter, please feel free to contact us on [insert telephone number].

Yours faithfully

**[Insert name and title]**

Encl.