



# Expense Payment Benefit Declaration: Residential Phone Benefits and/or Dedicated Data Line Benefits

<p><b>Options for returning your completed form</b></p> <p>Scan and Email to: <a href="mailto:m&amp;ps-fbthelpdesk@finance.gov.au">m&amp;ps-fbthelpdesk@finance.gov.au</a></p> <p>or Post to: M&amp;PS Finance Business Unit          Department of Finance          One Canberra Avenue          FORREST ACT 2603</p>	<p><b>Enquiries:</b> Ministerial and Parliamentary Services</p> <p>Email: <a href="mailto:m&amp;ps-fbthelpdesk@finance.gov.au">m&amp;ps-fbthelpdesk@finance.gov.au</a></p> <p>Phone: (02) 6215 3542</p>
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## For the Fringe Benefits Tax Year Ended 31 March 2018

I \_\_\_\_\_ declare that **residential phone benefits / dedicated data line benefits** (delete if not applicable) were provided to me by Ministerial and Parliamentary Services, Department of Finance during the period 1 April 2017 to 31 March 2018.

I also declare that, to the best of my knowledge, the percentage of expenses that were business related was:

- Residential Phone %:
- Dedicated Data Line %:

Note: This declaration should only be completed for residential telephone and/or dedicated data line benefits.

The taxable value of an expense payment fringe benefit may be reduced by the percentage declared by you as 'otherwise deductible'. A benefit is otherwise deductible if the employee would have been entitled to claim an income tax deduction had the employee, rather than the employer, paid for the expense. The business related percentage of expenses may need to be substantiated in the event of an audit by the Australian Taxation Office. Substantiation can include a diary of phone usage or copies of phone bills identifying those calls that were business related.

If the business related percentage is different for residential phone benefits and for dedicated data line benefits, please complete two separate declarations.

*By signing this form, I acknowledge that:*

- I understand that knowingly giving false or misleading information is a serious offence under the Criminal Code Act 1995.
- I have read and understood the Privacy Collection Notice (see below).

<b>Signature:</b>	<input style="width: 95%; height: 30px;" type="text"/>
<b>Date:</b>	<input style="width: 95%; height: 30px;" type="text"/>