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## Record keeping

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You must keep all records related to the fringe benefit, including how you calculated the taxable value of benefits. You must also keep records if you want to take advantage of various exemptions or concessions that reduce your fringe benefits tax (FBT) liability.

These records must be kept for five years from the date they are prepared, obtained, or the transactions completed or the date your FBT return was lodged. All records should be written in English, or if stored electronically, must be in a form that is readily accessible.

Examples of these records include:

- employee declarations
- invoices
- receipts
- bills of sales
- lease documents
- travel diaries
- logbooks
- odometer records.

### Next steps:

- [How to lodge your FBT return \(/General/fringe-benefits-tax-\(fbt\)/how-to-report,-lodge-and-pay-fbt/how-to-lodge-your-fbt-return/\)](/General/fringe-benefits-tax-(fbt)/how-to-report,-lodge-and-pay-fbt/how-to-lodge-your-fbt-return/)
- [How to pay FBT \(/General/fringe-benefits-tax-\(fbt\)/how-to-report,-lodge-and-pay-fbt/how-to-pay-fbt/\)](/General/fringe-benefits-tax-(fbt)/how-to-report,-lodge-and-pay-fbt/how-to-pay-fbt/)

### See also:

- [Fringe benefits tax record keeping – in detail \(/law/view/document?DocID=SAV/FBTGEMP/00005&PiT=99991231235958/\)](/law/view/document?DocID=SAV/FBTGEMP/00005&PiT=99991231235958/).
- [Employee declarations \(/General/fringe-benefits-tax-\(fbt\)/how-to-report,-lodge-and-pay-fbt/employee-declarations/\)](/General/fringe-benefits-tax-(fbt)/how-to-report,-lodge-and-pay-fbt/employee-declarations/)
- [Reportable fringe benefits \(/General/fringe-benefits-tax-\(fbt\)/how-to-report,-lodge-and-pay-fbt/reportable-fringe-benefits/\)](/General/fringe-benefits-tax-(fbt)/how-to-report,-lodge-and-pay-fbt/reportable-fringe-benefits/)
- [Types of fringe benefits \(/General/fringe-benefits-tax-\(fbt\)/types-of-fringe-benefits/\)](/General/fringe-benefits-tax-(fbt)/types-of-fringe-benefits/)
- [FBT exemptions and concessions \(/General/fringe-benefits-tax-\(fbt\)/fbt-exemptions-and-concessions/\)](/General/fringe-benefits-tax-(fbt)/fbt-exemptions-and-concessions/)

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If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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