

● Car benefits and car fuel benefits

This Help Sheet gives you information to help you fill in boxes 1.16 and 1.17 on the Employment Pages of your Tax Return. The notes below refer, by **letter** to boxes you will need to fill in on the Working Sheet on page 3. The box **numbers** below refer to boxes on the Employment Pages. You will need to fill in a separate Working Sheet for each car made available to you in the year 1997-98.

Page 4 contains an example of how to fill in the Working Sheet.

Car 'cash equivalent'

A Enter the price of the car and the price of any optional accessories that were available with the car when it was first provided to you. Ask your employer for the details you need to fill in box A (and box B). 'Price' for the purpose of the car benefit charge will usually be the total of:

the manufacturer's importer's or distributor's list price of the car	▶	the published price for the day before the date of the car's first registration including VAT, car tax (where appropriate) and delivery charges including number plates.
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and

the list price of optional accessories (excluding those optional accessories shown below)	▶	the price published for any accessories with the car when the car was first made available to you including VAT, car tax (where appropriate) and the fitting and delivery charges.
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Exclude from the optional accessories in A:

- any mobile telephone
- any accessory designed solely for use by a disabled person
- if you are a disabled person entitled to an 'orange badge' at the time the car was first made available to you, other equipment which was made available for use with the car because it enabled you to use the car in spite of the disability for which you were entitled to the 'orange badge'
- and any accessory which
 - you own yourself, or
 - is necessarily provided for use in the performance of the duties of your employment, or
 - is never fixed to the car (for example, maps, rugs).

There are separate rules for cars with no 'list price' and 'classic cars' - see booklet *IR133: Income tax and company cars from 6 April 1994: a guide for employees* or booklet 480, *Expenses and benefits - a Tax Guide* for details.

B Price of accessories added after the car was first made available to you. If any accessories were added to the car after the car was first made available to you (either in 1997-98 or previous years) the price of those accessories must be entered in box B. The price of an accessory for this purpose includes VAT, car tax (where appropriate) and the fitting and delivery charges. The price of these additional accessories will be on the P11D.

Exclude from box B:

- any mobile telephone
- any accessory designed solely for use by a disabled person
- if you are a disabled person entitled to an 'orange badge' at the time the car was first made available to you, other equipment which was made available for use with the car because it enabled you to use the car in spite of the disability for which you were entitled to the 'orange badge'
- and any accessory or set of accessories which
 - was available with the car when the car was first made available to you (already included at A), or
 - had a price of less than £100, or
 - was added before 1 August 1993 if the car was available to you before that date, or
 - you own yourself, or
 - is necessarily provided for use in the performance of the duties of your employment, or
 - is never fixed to the car (for example, maps, rugs), or
 - replaced a previous accessory and is not superior to the accessory it replaced, or
 - was added after the car was first made available and then removed before 1997-98.

D Capital contribution. Enter the amount of any lump sum payments you made towards the cost of buying:

- the car, or
- the accessories included in boxes A or B.

The maximum capital contribution which is allowable as a deduction is £5,000, even if you contributed more than that amount during this or earlier years.

E This figure is the price of the car for tax purposes - **not** the price paid for the car. It is used to calculate the car benefit cash equivalent on which you will pay tax. It will be the same figure each year that you have the car, unless accessories are added to the car in later years (see B above). The price of the car for tax purposes is limited to a maximum of £80,000.

G Business mileage discounts are given depending on the level of your business travel in the car. Business travel means travelling which you were necessarily obliged to do in the performance of the duties of your employment (see the notes for box 1.32 in your Notes on Employment). If you had more than one car available for private use at the same time, the 'first car' is the car which you used for the greatest amount of business travel. The 2,500 and 18,000 mile limits are annual amounts. If the car was unavailable for part of the year, as explained at K on page 2, the mileage limits are reduced on a time basis.

Example

If a car was only available for the first 73 days in the tax year, the business mileage limits are reduced to 500 and 3,600 miles for that period (73/365 x 2,500 or 18,000 respectively). See also the note about replacement cars below.

In this example the car benefit charge for the car is reduced by one third for 500 or more business miles and by two thirds for 3,600 or more.

If there is a change of car during the tax year, the limits must be reduced proportionately for each car. They are then applied **separately** to the business miles you have driven in each car. Sometimes this will mean that there is, for example, a one third reduction applied to the benefit charge for one car and a two thirds reduction for the other

K Time apportionment. The benefit charge is reduced on a time basis in proportion to the number of days when the car was unavailable to you or members of your family or household. It is treated as unavailable on any day:

- before it was first made available to you, or
- after it finally stopped being available to you, or
- **if that day fell in a continuous period of 30 days** or more throughout which it was not available to you .

Note: This is a test of availability of the car, not whether it was used. A car may not be used for a continuous period of 30 days but it may still be available to an employee during that period. There is no time apportionment for periods of less than 30 days during which the car was not available. See next column for the treatment of 'replacement cars' in this situation.

M Payments for private use. If as a condition of the car being available for your private use, you are required to make payments for that private use, the amount that you paid in or in respect of the year is deducted. Enter the amount you paid for the private use of the car in box M.

N Car benefit charge. This is the amount on which you will pay tax for the benefit of this car. You should add the amount in this box to any other box N figures for other cars which you were provided with in the year and **include the total in box 1.16.**

Car fuel scale charge

A fuel scale charge will apply if you are provided with fuel for private use in a car which is made available to you, unless you make good the cost of all the fuel used for private journeys in the year. The amount of the fuel charge depends on the car's engine size and the type of fuel. A separate fuel scale charge applies for each car, except replacement cars (see below). The fuel scale is time apportioned if the car was unavailable for part of the year as described at K above.

If your employer provided fuel for a car for business travel only, or if you made good the whole of the cost of the fuel used for private travel, enter '0' in box Q on the Working Sheet.

The car fuel scale charges

Cylinder capacity (cc)	Cars with petrol engines*	Cars with diesel engines
1,400 or less	£800	£740
more than 1,400 but not more than 2,000	£1,010	£740
more than 2,000	£1,490	£940

Cars without a cylinder capacity (for example, with rotary engines) all have a car scale charge of £1,490.

*Includes also other non-diesel fuels for example, LPG.

Q The car fuel benefit charge. This is the amount on which you will pay tax for the fuel provided for private use in this car. You should add the amount in this box to any other box Q figures for other cars for which you were provided with fuel for private use in the year and **include the total in box 1.17.**

Replacement cars

If your normal car was unavailable for a continuous period of fewer than 30 days and during that time you were provided with a replacement car (for example, because your normal car was undergoing repairs), then you will not be charged to tax for the replacement car, provided the replacement car:

- was of a similar quality to your normal car, or
- was not made available to you as part of an arrangement to provide you with the benefit of a materially better car.

When this applies:

- the business mileage which you travelled in the replacement car is treated as though it was travelled in your normal car - so include that mileage in your calculation at box G
- any payment which you were required to make for the private use of the replacement car is treated as though it was a payment for the private use of your normal car - so include the amount at box M
- there will not be a fuel scale charge for the replacement car in addition to the fuel scale charge for the normal car.

Summary

Complete a separate calculation for each car which was made available to you or members of your family or household during the year, unless the car was a replacement car (see above) or the car qualified as a 'pool car' for tax purposes.

References to the availability of a car for an employee includes availability of the car for members of his or her family or household. Include in box 1.22 of your Employment Pages the benefit of any chauffeur provided by reason of your employment.

Further details and examples are available in booklet *IR133: Income tax and company cars from 6 April 1994: a guide for employees* or booklet 480, *Expenses and benefits - a Tax Guide*, available from the Orderline.

Remember if you had more than one car in the 1996-97 tax year you will need to add up figures in boxes N and Q respectively in all the Working Sheets you have completed (one for each car) before filling in boxes 1.16 and 1.17 of your Employment Pages.

Working Sheet

Make Model

Available for full year? YES/NO

Date first available / / Date last available / /

Price of the car £

Price of optional accessories £

Total car and accessories (from P11D) **A** £

Price of accessories added after car was first made available to you (from P11D) **B** £

A + B
C £

Capital contributions you made towards the cost of the car or accessories (maximum £5,000) **D** £

C minus D
E £

Price of the car for 1997-98 (maximum £80,000)

The car benefit charge

Full benefit charge (35% of price of car for the year)

35% x E
F £

Business mileage discount

business mileage	discount	
	first car	additional car(s)
less than 2,500	no discount	no discount
2,500 but less than 18,000	1/3 x F	no discount
18,000 or more	2/3 x F	1/3 x F

see table aside
G £

Age discount for cars four or more years old on 5 April 1998: 1/3 x H (zero if less than four years)

F minus G
H £

I £

H minus I
J £

Time apportionment for unavailability. Number of days unavailable* **Δ** **K** £ **Δ/365 x J**

J minus K
L £

Payments made for private use of the car **M** £

M £

Car benefit charge for 1997-98

L minus M
N £

The car fuel benefit charge

Car fuel (petrol or diesel) Engine size cc

Car fuel scale charge (see page 2) **O** £

Time apportionment for period car unavailable. Number of days unavailable* **Δ** **P** £ **Δ/365 x O**

O minus P
Q £

Car fuel benefit charge for 1997-98

Enter the figure in box N in box 1.16.

Enter the figure in box Q in box 1.17.

* If time apportionment is applicable, you must use the same number of days unavailable for car and fuel.

Example

In August 1995 Joe Soap had a new company car made available to him. It was an Acme Roadrunner 1.8, and the list price was £14,500 plus delivery charges of £500. Joe had asked for air conditioning to be fitted and his employer agreed, provided that Joe paid the £1,000 that this cost. In October 1995 Joe asked for the stereo system to be upgraded, and agreed to pay the extra cost of £500.

Joe pays £100 per month to his employer in return for the private use of the car. His employer provides fuel for both business and private use.

In 1997-98 Joe drove 1,000 business miles in the car before parting with it on 31 July 1997. He took delivery of a new car the next day.

Joe's Working Sheet for the Acme Roadrunner for 1997-98 is shown below.

Working Sheet

Make Model

Available for full year? YES/NO

Date first available Date last available

Price of the car

Price of optional accessories

Total car and accessories (from P11D) **A**

Price of accessories added after car was first made available to you (from P11D) **B**

A + B
C

Capital contributions you made towards the cost of the car or accessories (maximum £5,000) **D**

C minus D
E

Price of the car for 1997-98 (maximum £80,000)

The car benefit charge

Full benefit charge (35% of price of car for the year)

35% x E
F

Business mileage discount

business mileage	discount	
	first car	additional car(s)
less than 2,500	no discount	no discount
2,500 but less than 18,000	1/3 x F	no discount
18,000 or more	2/3 x F	1/3 x F

see table aside
G

Joe had the car for 117 days in the tax year 1997-98. To qualify for a one-third discount he had to drive at least 801 business miles (2,500 x 117/365).

Age discount for cars four or more years old on 5 April 1998: 1/3 x H (zero if less than four years)

F minus G
H

I

H minus I
J

Time apportionment for unavailability. Number of days unavailable* **Δ** **K**

Δ/365 x J

J minus K
L

Payments made for private use of the car

M

Car benefit charge for 1997-98

L minus M
N

The car fuel benefit charge

Car fuel (petrol or diesel) Engine size cc

Car fuel scale charge (see page 2) **O**

Time apportionment for period car unavailable Number of days unavailable* **Δ** **P**

Δ/365 x O

O minus P
Q

Car fuel benefit charge for 1997-98

Enter the figure in box N in box 1.16.

Enter the figure in box Q in box 1.17.

* If time apportionment is applicable, you must use the same number of days unavailable for car and fuel.

IR203 (NET)

These notes are for guidance only, and reflect the position at the time of writing. They do not affect any rights of appeal.