Calculating Automobile Benefits for 2013

You can use this worksheet to determine the employee's automobile benefit that you must report on a T4 or T4A slip.

You can also use the worksheet to determine the automobile benefit amount to prorate to the employee's pay periods for 2013. See the back of this worksheet for details.

For information about automobile benefits, go to **www.cra.gc.ca/payroll** or see Guide T4130, *Employers' Guide – Taxable Benefits and Allowances*. You can also use our on-line calculator at **www.cra.gc.ca/autobenefits-calculator**.

Last name	First name	Social insurance number							
				1		1	1	1	l
Address									

Step 1 – Standby charge

Complete this step if you provide your employee with an automobile for their personal use.

Simpl	ified	cal	culat	ion -
Use this	calcul	ation	if the	follow

- Jse this calculation if the following conditions apply:the automobile you provide your employee is owned by you;
- the employee used the same automobile throughout the year;
- the employee used the same automobile throughout the year,
- the employee's principal source of employment is not selling or leasing automobiles; and
- the employee is not eligible for the reduced standby charge rate (explained under "Detailed calculation.")

Cost of automobile you provided (must be at least equal to the fair market value) at the time of the acquisition (including GST/HST and PST)	=	\$
Minus: Any reimbursement by the employee for the standby charge	-	\$
Standby charge benefit (if negative, enter "0")	=	\$ A
		Go to Step 2

OR

Detailed calculation -

Determine the number of days the automobile was available to the employee for the entire calendar year (including weekends and holidays). When you divide the total days available by 30, round off the result to the nearest whole number if it is more than one.

Examples 20 days \div 30 = 0.67 (do not round off) 130 days \div 30 = 4.33 (round to 4)

135 days \div 30 = 4.50 (round to 4) 140 days \div 30 = 4.67 (round to 5)

Reduced standby charge - Calculate the standby charge at a reduced rate if the following conditions apply:

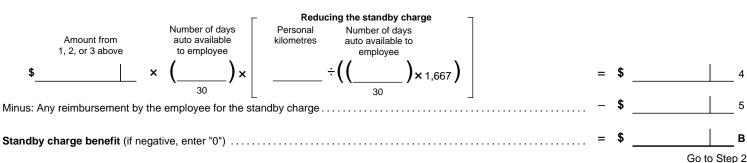
• you require your employee to use the automobile to perform his or her duties;

 Employer-owned automobile: cost of automobile (must be at least equal to the fair market value) at the time of the acquisition (including GST/

- the employee uses the automobile more than 50% of the time for business purposes; and
- the kilometres for personal use do not exceed 1,667 per 30-day period or a total of 20,004 kilometres a year.

Choose 1, 2, or 3 (For information, see Chapter 2 of Guide T4130, Employers' Guide - Taxable Benefits and Allowances.)

HST and PST)	\$	_ × 2%	= \$	
Employer-leased automobile (lessee): monthly leasing cost Leasing cost includes any down payment over the term of the lease; Monthly lease cost = total lease cost (including GST/HST and PST but excluding insurance) / term of the lease in number of months	\$	_ × 2/3	= \$ _	2
3. Employee sells or leases automobiles: highest average cost (must be at least equal to the fair market value) (including GST/HST and PST) of automobile acquired for sale or lease in the year	\$	_ × 1.5%	= \$ _	;
Reducing the standby o	•			





Step 2 – Operating expense benefit

Complete this step if you provide an automobile to your employee and pay for the operating expenses related to personal use.

If your employee reimburses you for all operating expenses attributable to personal use **no later than 45 days after the end of the year, do not** calculate an operating expense benefit. Go to Step 3.

┌ Basic calculation ───					
Complete this calculation if both of the foll the employee does not reimburse or end of the year; and		u for operating expenses attribu	utable to personal use no l	ater than 45 da	lys after the
 the employee did not elect to use the 	optional calculation; and				
 the employee occupies any employee 	ployment other than selling of	or leasing automobiles			
	Personal ki	ilometres driven	×27¢	= \$	6
or			(000 11010 5.	3.011)	
- the employee's principal source	of employment is selling or	leasing automobiles			ı
	Personal ki	lometres driven	×24¢	= \$	7
Note			(see Note be	elow)	
For the 2014 automobile expense benef "Topics for letter A," and under "Automobi					
Topics for letter A, and under Automobi	ie, choose rixed-rate of ba	asic calculation.	Go to C	perating expe	nse benefit (net)
		OR			
┌─ Optional calculation (This calculation	n may not be beneficial in all	I cases.)			
Complete this calculation if both of the foll	owing conditions apply:				
the employee uses the automobile makes the second the result of the		of their office or employment; a	nd		
 the employee requests (in writing before 	ore the end of the year) that	t you use this method.			
Standby charge amount		ee reimbursements le to standby charge			
A or B	attributasi	lo to standay onlying			
(\$	+ \$		× 50%	= \$	8
)perating expe	nse benefit (net)
Operating expense benefit (net	t)———				
Enter the amount from line 6, 7, or 8 abov	Δ			\$	9
Enter the employee reimbursements for the					
than 45 days after the end of the year				\$	10
Enter the amount the employee paid direct the operating expenses (including GST/H	tly to a third party in the yea	ar for all or part of		\$	11
Line 9 minus line 10 and/or line 11.				•	1 -
Operating expense benefit (net) (If nega	ıtive, enter "0")			»	c
Step 3 – Total automobile ta	axable benefit				
Enter the total amount of A + C or B + C ,	• • • • • • • • • • • • • • • • • • • •				
This amount is the taxable benefit you rep	ort in box 14 and in the "Otl	her information" area under cod	le 34	<u>, </u>	

Information for employers who use this worksheet for withholding purposes in 2014

Prorate the total automobile taxable benefit amount to the employee's pay periods for 2014. Add the resulting amount to the employee's salary and any other benefits or allowances to determine the total amount subject to Canada Pension Plan (CPP), Quebec Pension Plan (QPP) contributions and income tax. The automobile benefit is not insurable and therefore not subject to Employment Insurance (EI) premiums.

of the employee's T4 slip or, if applicable, use code 028 "Other income" at the bottom of the T4A slip......

For more information about calculating deductions, go to www.cra.gc.ca/payroll or see Guide T4001, Employers' Guide - Payroll Deductions and Remittances.

You may need to remit goods and services tax (GST) or harmonized sales tax (HST) on the calculated benefit. For more information, see Guide T4130, Employers' Guide – Taxable Benefits and Allowances.