



# Calculating Automobile Benefits for 2012

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](http://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](http://www.cra.gc.ca/autobenefits-calculator).

Last name	First name	Social insurance number
Address		

## Step 1 – Standby charge

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

### Simplified calculation

Use 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'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) ..... \$ \_\_\_\_\_ × 24% = \$ \_\_\_\_\_

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 ÷ 30 = 0.67 (do not round off)                      135 days ÷ 30 = 4.50 (round to 4)  
130 days ÷ 30 = 4.33 (round to 4)                                      140 days ÷ 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;
- 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*.)

1. Employer-owned automobile: cost of automobile (must be at least equal to the fair market value) at the time of the acquisition (including GST/HST and PST) ..... \$ \_\_\_\_\_ × 2% = \$ \_\_\_\_\_ 1

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% = \$ \_\_\_\_\_ 3

**Reducing the standby charge**

Amount from 1, 2, or 3 above ..... \$ \_\_\_\_\_ ×  $\left(\frac{\text{Number of days auto available to employee}}{30}\right) \times \left[\frac{\text{Personal kilometres}}{\left(\frac{\text{Number of days auto available to employee}}{30}\right) \times 1,667}\right]$  ..... = \$ \_\_\_\_\_ 4

Minus: Any reimbursement by the employee for the standby charge ..... - \$ \_\_\_\_\_ 5

**Standby charge benefit** (if negative, enter "0") ..... = \$ \_\_\_\_\_ **B**

Go to Step 2

## 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 following conditions apply:

- the employee does not reimburse or only partially reimburses you for operating expenses attributable to personal use no later than 45 days after the end of the year; and
- the employee did not elect to use the optional calculation; and
  - the employee occupies any employment other than selling or leasing automobiles

Personal kilometres driven \_\_\_\_\_ × 26¢ = \$ \_\_\_\_\_ | 6  
(see Note below)

or

- the employee's principal source of employment is selling or leasing automobiles

Personal kilometres driven \_\_\_\_\_ × 23¢ = \$ \_\_\_\_\_ | 7  
(see Note below)

#### Note

For the 2013 **automobile expense benefit** rates, go to [www.cra.gc.ca/payroll](http://www.cra.gc.ca/payroll) and choose "What's new."

Go to Operating expense benefit (net)

OR

### Optional calculation (This calculation may not be beneficial in all cases.)

Complete this calculation if both of the following conditions apply:

- the employee uses the automobile more than 50% in the course of their office or employment; and
- the employee requests (in writing before the end of the year) that you use this method.

Standby charge amount <b>A or B</b>	Employee reimbursements attributable to standby charge				
( \$ _____   )	+ \$ _____   )		× 50%	= \$ _____	8

Go to Operating expense benefit (net)

### Operating expense benefit (net)

Enter the amount from line 6, 7, or 8 above .....	\$ _____	9
Enter the employee reimbursements for the operating expense benefit made no later than 45 days after the end of the year .....	\$ _____	10
Enter the amount the employee paid directly to a third party in the year for all or part of the operating expenses (including GST/HST and PST) .....	\$ _____	11
Line 9 minus line 10 and/or line 11. <b>Operating expense benefit (net)</b> (If negative, enter "0") .....	\$ _____	<b>C</b>

## Step 3 – Total automobile taxable benefit

Enter the total amount of **A + C** or **B + C**, whichever applies.

This amount is the taxable benefit you report in box 14 and in the "Other information" area under code 34 of the employee's T4 slip or, if applicable, use code 028 "Other income" at the bottom of the T4A slip .....

\$

### Information for employers who use this worksheet for withholding purposes in 2013

Prorate the total automobile taxable benefit amount to the employee's pay periods for 2013. 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.

For more information about calculating deductions, go to [www.cra.gc.ca/payroll](http://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*.