



\*\*\* PLEASE RETURN BY DECEMBER 14, 2016 \*\*\*

Personal Use of Employer Provided Vehicles

Tax law requires an employee's income to include fringe benefit compensation for the personal use of an employer-provided vehicle. In order to make sure your W-2s are compliant with this law, please provide the following information. Payroll tax deposits may be necessary as a result of the data provided, so timely return of the data is necessary.

Please provide this data for the 12 month period from December 2015 through November 2016

Table with 5 columns: Driver Name, Make/model/year, Business Miles (A), Commuting Miles (B), Other Personal Miles (C), Total Miles (D), and availability/evidence questions for three vehicles.

Make copies of this form if additional space is needed

- Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?
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Company Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

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Return via Fax 410-838-2859 or via email cathy@bishopandadkins.com