

Date

Signature



Certified Public Accountants

* * * PLEASE RETURN BY DECEMBER 14, 2021 * * *

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 add this information to your W-2s, 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 2020 through November 2021

-		Vehicle 1		Vehicle 2		Vehicle 3	
Name of Driver							
Make, model, and year of company car							
Business Miles	A						
Commuting Miles	В						
Other Personal Miles	С						
Total Miles $(A + B + C = D)$	D						
Vehicle available for personal use while off-duty?		□Yes	□No	□Yes	□No	□Yes	□No
Do you have evidence to support the business miles claimed?		□Yes	□No	□Yes	□No	□Yes	□No
Is this evidence written?		□Yes	□No	□Yes	□No	□Yes	□No
Is this vehicle owned or leased?		□Owned □Leased		□Owned □Leased		□Owned □Leased	
Make copies of thi	is forn	n if additio	nal space	is needed			
 Do you maintain a written policy statement your employees? □Yes □No Do you maintain a written policy statement employees? □Yes □No 						_	
Company Name							

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