

Signature



Vehicle 2

Certified Public Accountants

Vehicle 3

## \* \* \* PLEASE RETURN BY DECEMBER 14, 2022 \* \* \*

## 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 2021 through November 2022

Vehicle 1

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	
<ul> <li>Make copies of this form if additional space is needed</li> <li>Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? □Yes □No</li> <li>Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? □Yes □No</li> </ul>							
Company Name							
Data							

\* \* \* PLEASE RETURN BY DECEMBER 14, 2022 \* \* \*