



*** PLEASE RETURN BY FRIDAY, DECEMBER 15, 2023 ***

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 2022 through November 2023

Table with 5 columns: Driver Name, Vehicle 1, Vehicle 2, Vehicle 3, and various mileage and availability questions.

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?
Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees?

Company Name _____

Date _____

Signature _____

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Return via Fax 410-838-2859 or via Email gina@bishopandadkins.com