Reset Form

Personal Use of Company Owned Vehicle

The IRS requires employers to provide certain information on their tax return with respect to the **vehicles provided to employees**. This information is also used to calculate the amount of the **fringe benefits** to be included in the employee's W-2 income. The IRS generally requires that written records be maintained to document the business use of vehicles. Since company policy requires employees to maintain detailed records, please provide answers to the following questions. If you were provided with, and used, more than one vehicle during the year, you need to prepare a separate statement for each vehicle.

The completed form must be returned to us **IMMEDIATELY**.

Company Name:

Vehicle Make & Model: Original acquisition date:

Reporting period from to

Purchase price or fair market value at acquisition date

☐ Leased ☐ Owned

Employee Representation

1. Was the vehicle available for your personal use during off duty hours? ☐ **YES** ☐ **NO**
2. Did you have another vehicle available for your personal use (this includes a car you own personally)? ☐ **YES** ☐ **NO**
3. Are you an officer or 1% or greater owner of the business? ☐ **YES** ☐ **NO**
4. For the reporting period specified above, please provide the number of miles for each of the following categories:

Total commuting miles	**A** _____
Total other personal miles	**B** _____
Total personal miles	**A+B=** 0
Total business miles	**C** _____
TOTAL MILES	**A+B+C=** 0

6. Did the employer pay the cost of fuel consumed by this vehicle? ☐ **YES** ☐ **NO**

_____ _____

(EMPLOYEE NAME) (DATE)