

**STATEMENT FROM EMPLOYER TO EMPLOYEE
REGARDING USE OF EMPLOYER-PROVIDED VEHICLE**

SUBJECT: Personal use of employer-provided vehicle (applies to purchased and leased vehicles)

COMPANY: _____

EMPLOYEE: _____

VEHICLE DESCRIPTION (YEAR, MAKE, MODEL): _____

The IRS requires employers to provide certain information on their tax returns related to vehicles provided to employees during the calendar year. The IRS generally requires written records be maintained to document the use of business vehicles. Please provide answers to the following questions. **If you are provided more than one vehicle, you will need to prepare a statement for each.**

1. Was the vehicle available for your personal use during off-duty hours? YES ___ NO ___

2. Do you have another vehicle available for your personal use, including a car you own personally? YES ___ NO ___

3. Are you an officer or five percent (5%) or greater owner of this business? YES ___ NO ___

4. Please provide the total number of miles for each category below:

 Business miles: _____

 Personal miles: _____

5. Did the employer pay the cost of fuel consumed by this vehicle? YES ___ NO ___

6. Please list any additional vehicle expenses which were paid personally: _____

After you have read and answered this statement, please sign and date in the space provided.

Authorized signature: _____

Date: _____

This information will be used to compute the taxable fringe benefit to be included on your W-2