



EMPLOYEE REPRESENTATION REGARDING USE OF COMPANY VEHICLE WORKSHEET

(applies to purchased and leased vehicles)

Company name: _____

Employee name: _____

Vehicle Description (YEAR, MAKE, MODEL): _____

Reporting Period: _____ To: _____

Odometer Reading – BEGINNING: _____ ENDING: _____

The IRS requires employers to provide certain information on their tax returns related to vehicles provided to employees.

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 vehicle.

The completed worksheet must be returned no later than _____ or 100% of the value of the use of the vehicle will be included in your Form W-2 income.

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 one percent (1%) or greater owner of this business? YES NO
4. How many commuting roundtrips did you make in this vehicle (generally 260 per year)? _____
5. Please provide the number of miles for each category below:
 - Business miles _____
 - Commuting miles _____
 - Personal miles _____
6. Did the employer pay the cost of fuel consumed by this vehicle? YES NO

Information contained in this form will be used in the preparation of your annual W2. After you have read and answered this survey, please sign and date in the space provided and return the form to your supervisor.

Employee's Signature & Date _____