

Date:

Your success is our goal.

BUSINESS-OWNED AUTOMOBILES/TRUCKS

Each year it is necessary to compute the personal use portion of business-owned vehicles to correctly issue W-2's to employees.

If your business owns vehicles which are driven by employees, please fill in the form below for each situation and send the form to us immediately. It will be necessary to make this calculation before your W-2's are prepared.

Business Name

Employee Name

Employee Social Security Number

Employee Year-To-Date FICA Wages

Employee Year-To-Date GROSS Wages

Vehicle Model

Vehicle Year

Original cost of the vehicle \$

Date of purchase

Is the vehicle leased?

Yes

No

Month & year the vehicle was made available to the employee Month

Year

Total miles driven during the year

Business use miles

Personal miles (including commuting)

Is the vehicle used for commuting?

Yes

No

If yes, what are the daily round-trip commuting miles?

Is the vehicle available for personal use off-duty hours?

Yes

No

Does sufficient record or evidence exist to justify the business deduction of this vehicle?

Yes

No

If yes, is the evidence written?

Yes

No

Was the business use regular throughout the year?

Yes

No

Is the vehicle used primarily by the employee?

Yes

No

Does the employee pay for gas for this vehicle?

Yes

No

Is the employee an officer or director of the business, or an owner of 1% or more?

Yes

No