

PERSONAL AUTO USE CALCULATION OF COMPANY AUTO Tax Year: _____

To properly complete your company's income tax return and/or to properly prepare your W-2 for the year, please complete the following:

Example

Company Name: _____
 Employee Name: _____
 Make, Model & Year of Vehicle _____
 Date Acquired _____

ABC Store
 John Smith
 2008 Ford T Bird
 5/15/2008

Vehicle Odometer Reading

Ending 12/31/_____: _____
 Beginning of year: _____
 Total miles Driven: _____

A 12/31/2009
 B 600
 (A-B) 17,900

%

Personal & Commuting 0%
 Business 0%
 Total 100%

C 1,700 9%
 D 16,200 91%
 17,900 100%

Annual Lease Value

1. Cost of Vehicle (Fair Market Value) \$ _____
 2. Annual Lease Value (From Table) \$ _____
 3. Number of Months used for business _____
 4. Multiply Item 2 x Item 3 Divided by 12 \$ _____
 Personal % Above 4a _____
 5. Multiply Item 4 x Personal % \$ _____
 6. Gas (if paid by Employer) Personal miles x .055 \$ _____
 Total Item 5 plus Item 6 \$ _____

1 15,000.00
 2 4,350.00
 3 12.00
 (2 x 3) 4,350.00
 4a 0.09
 (4 x 4a) 3,936.87
 C x .055 93.50
\$4,030.37

To be reported as additional compensation on the employee's W-2

Was the vehicle available for personal use during off-duty hours? YES NO
 Is another vehicle available for personal use for by the employee? YES NO
 Was the vehicle used primarily by a 1% owner or related person? YES NO
 Do you have adequate records or sufficient evidence to justify business use claimed? YES NO
 Are your records written? YES NO

 Employee's Signature

 Date