

**EMPLOYER'S WORKSHEET TO CALCULATE EMPLOYEE'S TAXABLE
INCOME RESULTING FROM A EMPLOYER-PROVIDED VEHICLE**

FOR THE YEAR ENDED _____.

EMPLOYEE: _____

DESCRIPTION OF VEHICLE: _____

DATE VEHICLE FIRST MADE AVAILABLE TO ANY EMPLOYEE: _____

DATE VEHICLE FIRST MADE AVAILABLE TO THIS EMPLOYEE: _____

ANNUAL LEASE VALUE METHOD (For Autos Available 30 Days or More)

Fair market value of vehicle ** (to be redetermined at the beginning of the fifth year and every four years thereafter) \$ _____

Annual lease value, per attached chart \$ _____ (*)

If a partial year, figure the % used:

Enter number of days that the vehicle was available: _____

Divide by number of days in tax year: ÷ 365 = X _____ %

Prorated annual lease value _____

Personal use % (personal/total miles, per statement from employee) x _____ %

Personal annual lease value \$ _____

If fuel is provided by employer, enter personal miles _____ x .055 + _____

Amount added to Taxable Wages on W2 \$

These wages are subject to Social Security & Medicare taxes. (FICA) in addition to Federal and State taxes.

We will not withhold Federal Taxes unless requested by the employee.

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"Fair Market Value" is the vehicle purchase price plus tags and sales tax. If the vehicle is leased, use the suggested retail price less 8%. Use this value for the first four years.

**EMPLOYEE REPRESENTATION REGARDING
USE OF COMPANY 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 benefit to be included in the employee's W-2 income. This income is taxable for Federal and State as well as Social Security.

We have chosen NOT to deduct federal and state taxes. Social Security is not optional.

The IRS generally requires that written records be maintained to document the business use of vehicles. Since the company policy requires employees to maintain the detailed records, please provide the answers to the following questions. If you were provided more than one vehicle that was used during the year, you need to prepare a separate statement for each vehicle.

**The completed form must be returned no later than ____/____/____
or 100% of the value will be included in your W-2 income.**

Description of vehicle _____

Reporting period from _____ to _____

Odometer readings:

ENDING _____ less BEGINNING _____ = Total DRIVEN: _____

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 included a car you own personally)? YES NO

(3) Are you an officer or 1% owner of the business? YES NO

(4) How many commuting round trips did you make in the vehicle? _____

(5) For the reporting period specified above, please provide the number of miles for each of the following categories:

Total commuting miles: _____

Total other personal (non-commuting) miles: _____

Total personal miles: _____ %

Total business miles _____ %

TOTAL MILES _____ **100%**

(6) Did the employer pay the cost of fuel consumed by this vehicle? _____

EMPLOYEE'S SIGNATURE

DATE

Annual Lease Value Table

<i>Automobile fair market value</i>	<i>Annual</i>
<i>Value</i>	<i>Lease</i>
\$0 to 999	\$ 600
1,000 to 1,999	850
2,000 to 2,999	1,100
3,000 to 3,999	1,350
4,000 to 4,999	1,600
5,000 to 5,999	1,850
6,000 to 6,999	2,100
7,000 to 7,999	2,350
8,000 to 8,999	2,600
9,000 to 9,999	2,850
10,000 to 10,999	3,100
11,000 to 11,999	3,350
12,000 to 12,999	3,600
13,000 to 13,999	3,850
14,000 to 14,999	4,100
15,000 to 15,999	4,350
16,000 to 16,999	4,600
17,000 to 17,999	4,850
18,000 to 18,999	5,100
19,000 to 19,999	5,350
20,000 to 20,999	5,600
21,000 to 21,999	5,850
22,000 to 22,999	6,100
23,000 to 23,999	6,350
24,000 to 24,999	6,600
25,000 to 25,999	6,850
26,000 to 27,999	7,250
28,000 to 29,999	7,750
30,000 to 31,999	8,250
32,000 to 33,999	8,750
34,000 to 35,999	9,250
36,000 to 37,999	9,750
38,000 to 39,999	10,250
40,000 to 41,999	10,750
42,000 to 43,999	11,250
44,000 to 45,999	11,750
46,000 to 47,999	12,250
48,000 to 49,999	12,750
50,000 to 51,999	13,250
52,000 to 53,999	13,750
54,000 to 55,999	14,250
56,000 to 57,999	14,750
58,000 to 59,999	15,250