

# C-Accounting Solutions, Inc.

## AUTOMOBILE POLICY STATEMENT CALCULATION OF PERSONAL USE OF VEHICLES

Year: 2014  
To: All Employees  
From: \_\_\_\_\_ (Company Name)  
Memo: Personal Use of Company Vehicle

Vehicle Description:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License \_\_\_\_\_ VIN \_\_\_\_\_

Date vehicle first made available to employee: \_\_\_\_\_

Fair Market Value (Actual Cost) at the time: \$ \_\_\_\_\_

Management has provided you with the above vehicle and must include the value of the personal use in your W-2 as a taxable fringe benefit. Please summarize your business and personal mileage below. You should have vehicle mileage logs to substantiate the amounts listed.

- 1) Odometer reading - end of year: \_\_\_\_\_
- 2) Odometer reading - beginning of year: \_\_\_\_\_
- 3) Total miles driven (1 minus 2) \_\_\_\_\_
  - a. Total business miles: \_\_\_\_\_
  - b. Total personal/commuting miles: \_\_\_\_\_

Was fuel paid by employer? YES/NO (*Circle one*)  
(*Employer paid fuel for personal miles will be included in W-2 at 5.5 cents per mile.*)

Do adequate records exist to justify business miles? YES/NO (*Circle one*)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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