

C-Accounting Solutions, Inc.

AUTOMOBILE POLICY STATEMENT PROHIBITION OF PERSONAL USE OF VEHICLES

Year: _____
To: All Employees
From: _____ (Company Name)
Memo: Personal Use of Company Vehicle

Vehicle Description:

Make: _____ Model: _____ Year: _____

License: _____ VIN: _____

Management has provided you with the above vehicle and has adopted the following policy relating to such vehicle.

All personal use of employer provided vehicle is prohibited, except for de minimis use, such as a stop for lunch between two business deliveries. The vehicle is prohibited from being used for commuting and must be stored on company premises when not in business use.

Management will include a taxable fringe benefit in the compensation of any employee who violates this policy.

Employer

Date

Employee Consent:

Having read the above policy statement and understanding its implications, I hereby consent to follow the policy.

Employee

Date

Form PROH
