

# Personal Use of Company Car (PUCC)

Personal use of a company car is considered a wage. PLEASE TURN THIS IN PRIOR TO DEC 1, 2024 (if we do your payroll, return to us. If someone else does- then provide this to them prior to Dec 1, 2024) The reason for this so that payroll taxes can be applied and everything will be ready for W-2's.

## Vehicle Use Reimbursement

**Vehicle:**

**Employee driving the vehicle:**

**Date Submitted:**

**Time Period Covered:**

**Total BUSINESS miles driven:**

**Total COMMUNITNG (from home to 1<sup>st</sup> stop of day & last stop of day home) miles driven:**

**Total other personal miles driven:**

**Total Miles Driven:**

**Ending Odometer Reading:**

**Beginning Odometer Reading:**

**Total Miles Driven:**

**Employee Signature:**

**\*\*Note to employee:** You MUST maintain a logbook to prove the above car use, otherwise, in the event of an audit by the IRS, you can be taxed on 100% personal use.