

# Employee representation regarding use of company vehicle



## 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 answers to the following questions. If you were provided more than one vehicle used during the year, you must prepare a separate statement for each vehicle.

The completed form must be returned no later than \_\_\_\_/\_\_\_\_/\_\_\_\_ or 100% of the value of the use of the vehicle will be included in your Form W-2 income.

Description of vehicle \_\_\_\_\_

Reporting period from \_\_\_\_\_ to \_\_\_\_\_

Odometer reading: beginning \_\_\_\_\_ ending \_\_\_\_\_

### Employee representation

	Yes	No
1. Was the vehicle available for your personal use during off-duty hours?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you have another vehicle available for your personal use?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you an officer or 1%-or-more owner of the business?	<input type="checkbox"/>	<input type="checkbox"/>
4. How many commuting round trips did you make in this vehicle?	_____	
5. For the reporting period specified above, please provide the number of miles for each of the following categories:		
Commuting miles	_____	
Other personal (non-commuting) miles	_____	
Total commuting and other personal miles	_____	
Total business-use miles	_____	
Total miles	_____	
6. Did the employer pay the cost of fuel consumed by this vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date