



December 4, 2009

Dear Client:

Now is the time to calculate your employee's personal use of company owned or leased vehicles. If you do not use company owned vehicles personally, you can disregard this letter. If you bought a new car during the year please make a copy of this form and complete a separate form for each car. Due to current IRS regulations your W-2's must be calculated using the following information:

1. Year and make of vehicle _____ / _____
2. Original cost (approximate) \$ _____
3. Number of days the car was available during year, if not 365. _____
4. Total miles driven from 12/01/08 – 11/30/09 _____
5. Personal miles driven from 12/01/08 – 11/30/09 _____
6. Was the vehicle used to drive from home to your business location? Yes No
6. Was the vehicle available for personal use in off duty hours? Yes No
7. Is another vehicle available for personal use? Yes No
8. I have adequate records or sufficient evidence to justify the business mileage claimed above. Yes No
9. Is the evidence written? Yes No

Please remember W-2's cannot be issued until we have this information. This letter must be signed and returned by December 31, 2009, only if you filled in item 5 above. Please mail to your bookkeeper with your monthly work. If we don't receive a response by this date we must assume there was no personal use of a business vehicle for 2009.

Please make additional copies of this form if you have more than one employee using a company owned vehicle. This letter is also available at www.compacctg.com under Forms & Tools.

Company _____

Name of employee using above vehicle _____

Client signature _____