

November 14, 2016

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. The IRS requires employers to calculate the amount of the fringe benefit to be included in the employee's Form W-2. If you bought a new car during the year please make a copy of this form and complete a separate form for each car.

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 12/01/15 – 11/30/16 _____
5. Personal miles driven from 12/01/15 – 11/30/16 _____
(Commuting miles are considered personal)
6. Was the vehicle used to drive from home to your business location? Circle one
Yes No
7. Was the vehicle available for personal use in off duty hours? Yes No
8. Is another vehicle available for personal use? Yes No
9. I have adequate records or sufficient evidence to justify the business mileage claimed above. Yes No
10. 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 30, 2016, only if you filled in item 5 above. Please mail this to us with your monthly work or you can fax it to the number below. If we don't receive a response by this date we must assume there was no personal use of a business vehicle for the year.

Please make additional copies of this form if you have more than one employee using a company owned vehicle and fill out a separate form for each employee.

Company _____

Name of employee using above vehicle _____

Client signature _____