

## Employee Representation Regarding Use of Company Vehicle 2023

IRS requires employers to provide certain information on their tax return with respect to the vehicles provided to employees. This information is used to calculate the amount of the fringe benefit to be included in the employee's W-2 income for the non-business use of the vehicle. The IRS requires that written records be maintained to document the business use of vehicles. Please provide answers to the following questions. If an employee was provided more than one vehicle that was used during the year, prepare a separate statement for each vehicle.

**Description of vehicle (year, make, model):** \_\_\_\_\_

**Date vehicle first used for business:** \_\_\_\_\_

**Odometer reading on January 1, 2022:** \_\_\_\_\_

**Odometer reading on December 31, 2022:** \_\_\_\_\_

1. Was the vehicle available for your personal use during off-duty hours? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Did you have another vehicle available for your personal use (this includes a car you own personally)? Yes \_\_\_ No \_\_\_
3. Are you an officer or more than 5% owner of the business? Yes \_\_\_\_\_ No \_\_\_\_\_
4. How many commuting round trips did you make in this vehicle? \_\_\_\_\_
5. For reporting period specified above, please provide the number of miles for each of the following categories:

**Total commuting miles:** \_\_\_\_\_

**Total personal miles:** \_\_\_\_\_

**Total business miles:** \_\_\_\_\_

**Total miles:** \_\_\_\_\_

6. Did the employer pay the cost of fuel used by this vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Employee name: \_\_\_\_\_

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

Date: \_\_\_\_\_