

Employee Representation Regarding Use of Company Vehicle 2024

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, 2023: _____

Odometer reading on December 31, 2023: _____

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: _____