EMPLOYEE REPRESENTATION REGARDING USE OF COMPANY VEHICLE

The IRS requires employers to provide certain information on their tax return with respect to the vehicles provided to employees. This information is also used to calculate the amount of the fringe benefit to be included in the employee's W-2 income.

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 that was used during the year, you need to prepare a separate statement for each vehicle.

The completed form must be returned no later than **December 15, 2026**, or 100% of the value of the use of the vehicle will be included in your W-2 income.

Description of vehicle _____

Reporting period from _____ to _____

Odometer reading: Beginning_____ Ending _____

Employee Representation

(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 1% owner of the business? □ YES □ NO

(4) How many commuting round trips did you make in this vehicle? _____

(5) For the reporting period specified above, please provide the the number of miles for each of the following categories:

Total commuting miles _____

Total other personal (non-commuting) miles _____

Total personal miles _____

Total business miles _____

TOTAL MILES _____

(6) Did the employer pay the cost of fuel consumed by this vehicle □ YES □ NO

_____ _____

(EMPLOYEE SIGNATURE) (DATE)

WORKSHEET TO CALCULATE INCOME
FROM PERSONAL USE OF COMPANY VEHICLE

EMPLOYER'S WORKSHEET TO CALCULATE EMPLOYEE'S TAXABLE INCOME RESULTING FROM EMPLOYER-PROVIDED VEHICLE FOR CALENDAR YEAR 2026

EMPLOYEE: _____

DESCRIPTION OF VEHICLE: _____

DATE VEHICLE FIRST MADE AVAILABLE TO ANY EMPLOYEE: _____

DATE VEHICLE FIRST MADE AVAILABLE TO THIS EMPLOYEE: _____

METHOD I - ANNUAL LEASE VALUE METHOD (For Autos Available 30 Days or More)

Fair market value of vehicle as of the date first made available to any employee (to be redetermined at the beginning of the fifth year and every four years thereafter).	$_____
Annual lease value, per attached chart	$_____
Enter number of days during the year that the vehicle was available	X_____
Divide by number of days in tax year	÷_____
Prorated annual lease value	_____
Personal use % (personal/total miles, per statement from employee)	X_____%
Personal annual lease value	$_____
If fuel is provided by employer, enter personal miles _____	X .055 +_____
Personal use taxable income	$_____

For autos available for 7 days or less, multiply the annual lease value by 4. If the availability is more than 7 days, but less than 30, the taxpayer may elect to use the annual lease value without the 4 multiplier.

If fuel is provided "in kind," the fair market value may be determined based on all facts and circumstances or, alternatively, at 5.5 cents per mile if auto usage is within the U.S., Canada, and Mexico. Generally, where fuel is purchased and charged to the employer, the actual cost or reimbursement should be used. If employers with a fleet of 20 or more vehicles, reimburse or allow employees to charge fuel cost, the fleet-average cents per mile may be used. If the fleet employer determines that actual cost or fleet average methods are unreasonable administrative burdens, the 5.5 cents per mile may be used.

Annual Lease Value Table

Automobile Fair Market Value	Annual Lease Value	Automobile Fair Market Value	Annual Lease Value
$ 0 – 999	600	22,000 – 22,999	6,100
1,000 – 1,999	850	23,000 – 23,999	6,350
2,000 – 2,999	1,100	24,000 – 24,999	6,600
3,000 – 3,999	1,350	25,000 – 25,999	6,850
4,000 – 4,999	1,600	26,000 – 27,999	7,250
5,000 – 5,999	1,850	28,000 – 29,999	7,750
6,000 – 6,999	2,100	30,000 – 31,999	8,250
7,000 – 7,999	2,350	32,000 – 33,999	8,750
8,000 – 8,999	2,600	34,000 – 35,999	9,250
9,000 – 9,999	2,850	36,000 – 37,999	9,750
10,000 – 10,999	3,100	38,000 – 39,999	10,250
11,000 – 11,999	3,350	40,000 – 41,999	10,750
12,000 – 12,999	3,600	42,000 – 43,999	11,250
13,000 – 13,999	3,850	44,000 – 45,999	11,750
14,000 – 14,999	4,100	46,000 – 47,999	12,250
15,000 – 15,999	4,350	48,000 – 49,999	12,750
16,000 – 16,999	4,600	50,000 – 51,999	13,250
17,000 – 17,999	4,850	52,000 – 53,999	13,750
18,000 – 18,999	5,100	54,000 – 55,999	14,250
19,000 – 19,999	5,350	56,000 – 57,999	14,750
20,000 – 20,999	5,600	58,000 – 59,999	15,250
21,000 – 21,999	5,850		

For vehicles having a fair market value more than $59,999, the Annual Lease Value is equal to: (.25 x automobile fair market value) + $500.