

**DETERMINING PERSONAL USE OF A COMPANY AUTOMOBILE  
REPORTING PERIOD DECEMBER 1, 2019 – NOVEMBER 30, 2020**

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**EMPLOYER/EMPLOYEE INFORMATION:**

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Will the employee exceed \$137,700 in wages during 2020?      Yes      No

Desired tax withholdings:      FICA only      FICA and all income taxes

**AUTOMOBILE DESCRIPTION:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Cost or Value of Vehicle if Purchased or Leased during 2020 \_\_\_\_\_

Automobile used for period from \_\_\_\_\_ to \_\_\_\_\_

**MILEAGE INFORMATION FOR 12-1-2019 TO 11-30-2020**

Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_

Total Miles Driven During Year \_\_\_\_\_

Was the vehicle available for your personal use during off-duty hours?      Yes      No

Did you have another vehicle available for personal use?      Yes      No

Do you have evidence to support the business use percentage claimed?      Yes      No

Is the evidence written?      Yes      No

Did the company pay the cost of fuel consumed?      Yes      No

Auto expenses paid by employee personally or any fee paid to Company: \_\_\_\_\_

**Please return this document before your final 2020 payroll so the appropriate taxes may be withheld for this year.**