

**DETERMINING PERSONAL USE OF A COMPANY AUTOMOBILE
REPORTING PERIOD DECEMBER 1, 2023 – NOVEMBER 30, 2024**

EMPLOYER/EMPLOYEE INFORMATION:

Company Name: _____

Employee Name: _____ SSN: _____

Will the employee exceed \$168,600 in wages during 2024? 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 2024 _____

Automobile used for period from _____ to _____

MILEAGE INFORMATION FOR 12-1-2023 TO 11-30-2024

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 2024 payroll so the appropriate taxes may be withheld for this year.