Form 4

Employee Personal Use
Lease Value Calculation

For Period December 1, 2025 – November 30, 2026

Company Name: _____

Employee Name: _____

Vehicle Description: _____

Vehicle In-Service Date: _____

Business Miles: _____

Personal Miles: _____

Total Miles: _____

Personal Use Percentage: _____ %

Fair market value of the vehicle when first provided (a purchased vehicle may use its cost, including sales tax and title fees): $ _____

Vehicle Annual Lease Value from IRS table: $ _____

Percentage of Year Covered: _____ days divided by 365: _____ %

Personal Use Value Calculation

A.	1.	$ _____	Annual lease value from attached IRS table
	2.	_____ %	Percent of year covered
	3.	$ _____	Adjusted personal use value (line 1 x line 2)
	4.	_____ %	Percent of personal use - personal miles as percent of total miles
	5.	$ _____	**Personal use amount**
B.	1.	_____	Personal miles driven (only if the company paid for fuel)
	2.	$ _____ x .055	Per mile allowance
	3.	$ _____	**Personal use fuel cost** (line 1 x line 2)
C.	1.	$ _____	Personal use amount
	2.	$ _____	Personal use fuel cost
	3.	$ _____	**Total personal use** (line 1 + line 2)
	4.	$(_____)	Less personal use reimbursements paid to employer
	5.	$ _____	**Net personal use amount**

Reporting Method (Choose One Method)

1. Reimbursement: Amount to be reimbursed by Employee: $ _____

2. Compensation: Amounts to be recorded on employee Form W-2 for personal use:

Gross Pay $_____ Federal $_____ FICA $_____ State $_____ County $_____

(NOTE – An Employer has the option to withhold income taxes).

Please return this document before your final payroll with a 2026 check date so the appropriate taxes may be withheld. Otherwise, additional fees may apply.

Annual Lease Value Table

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

For automobiles with a fair market value greater than $59,999, the annual lease value is: (.25 x fair market value) + $500.00. The fair market value of an automobile is the amount a person would pay to purchase the automobile from an unrelated third party, including sales tax and title fees. Cost alone does not determine fair market value, except that an employer may use its cost, including sales tax and title fees, for a purchased automobile. For a leased automobile, an employer may use the manufacturer's invoice price plus 4%, the manufacturer's suggested retail price minus 8%, or the retail value from a nationally recognized pricing source.

The annual lease value generally stays the same through December 31 of the fourth full calendar year after it is first used. For each later four-year period, refigure it using the fair market value on January 1 of the first year of that period.