Form 3

DETERMINING PERSONAL USE OF A COMPANY VEHICLE
REPORTING PERIOD DECEMBER 1, 2025 – NOVEMBER 30, 2026

EMPLOYER/EMPLOYEE INFORMATION:

Company Name: _____

Employee Name: _____ Last 4 of SSN: _____

Will the employee exceed $184,500 in wages during 2026? ☐ Yes ☐ No

Desired tax withholdings: ☐ FICA only ☐ FICA and all income taxes

AUTOMOBILE DESCRIPTION:

Year _____ Make _____ Model _____ Year First Used _____

Cost or Value of Vehicle if
Purchased or Leased during 2026 _____

Automobile used for period from _____ to _____

MILEAGE INFORMATION FOR 12-1-2025 TO 11-30-2026

Business Miles _____ Personal Miles (include commuting) _____

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 payroll with a 2026 check date so the appropriate taxes may be withheld. Otherwise, additional fees may apply.

Employee certification: The mileage above is based on my written records of the mileage, dates, places and business purpose of my travel.

Employee Signature _____ Date _____