

## EMPLOYEE/USER REPORT OF VEHICLE USE

If you provide any vehicles for use by your employees or you use a vehicle in your business yourself, you are required to provide the following information on your tax return.

Please fill out all necessary information below and sign where indicated.

One form is required for each vehicle in use in the company.

Employee/User: \_\_\_\_\_

Period(s) of Use: \_\_\_\_\_ to \_\_\_\_\_

Vehicle Information:                      Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

- |    |                                  |  |
|----|----------------------------------|--|
| 1. | Odometer-end of year             |  |
| 2. | Odometer-beginning of year       |  |
| 3. | Total miles driven ( 1 minus 2 ) |  |
| 4. | Total business miles             |  |
| 5. | Total commuting miles            |  |
| 6. | Total other personal miles       |  |
| 7. | Total personal miles ( 5 + 6 )   |  |
| 8. | Total miles driven ( 7 + 4 )     |  |

Note - Line 3 should equal line 8

Daily round trip commuting miles

Please indicate Yes or No:

YES	NO
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Was vehicle available during off duty hours?

Was another vehicle available for personal use?

Do adequate records or sufficient evidence exist to justify this expense?

Is the evidence written?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_