



Statement of Personal and Business Auto Usage

Complete for EACH COMPANY VEHICLE driven by an employee or shareholder/shareholder family member

First

Last

Company

Vehicle Year, Make, Model and Color

What period was the Company vehicle used? Please specify with exact dates/months to the right.

From

To

Vehicle Beginning Odometer

Vehicle Ending Odometer

a) Personal miles driven - commuting

b) Personal miles driven - other than commuting

c) Business miles driven

d) Did employer furnish gasoline for vehicle?

Yes ☐ No ☐

e) Is another vehicle available for use?

Yes ☐ No ☐

f) Number of months between January 1, 2023 and October 31, 2023 vehicle was provided to employee

g) Number of months between November 1, 2023 and December 31, 2023 vehicle was provided to employee

Company amounts paid through accounts payable process to employee for auto allowance for use of personal car

Total dollars withheld from employee paycheck for auto allowance for the year