

**2019 VEHICLE USE REPORT**

The following information concerning the company-owned vehicle assigned to you is needed for us to correctly answer the questions contained in our federal income tax return and to compute the amount of income to be included in your compensation. It must be completed, signed and returned to the Company.

1. Employee name: \_\_\_\_\_

2. Vehicle description: \_\_\_\_\_

3. Miles driven in 2019:

Odometer reading 12/31/19 \_\_\_\_\_

Odometer reading 1/1/19 \_\_\_\_\_

Total \_\_\_\_\_ 100%

Business miles \_\_\_\_\_

Personal miles ===== %

4. Was the vehicle used for commuting? Yes \_\_\_ No \_\_\_  
If yes, indicate the number of miles you normally commute each day: \_\_\_\_\_

5. Is the vehicle available for personal use in off-duty hours?  
Yes \_\_\_ No \_\_\_  
If no, explain why: \_\_\_\_\_

6. Do you own or have access to any other vehicles that are available for your personal use?  
Yes \_\_\_ No \_\_\_

7. Do you have adequate records or sufficient written evidence to justify the business use of this vehicle as indicated above? Yes \_\_\_ No \_\_\_  
(If no, no deduction is permitted and the entire value for the use of this vehicle will be included in your compensation.)

I understand the above information will be used to compute the amount of income to be included in my compensation, as if paid on December 31, 2019, (subject only to withholding of social security taxes) and will be reported in the Company's federal income tax return. Accordingly, I hereby declare, under penalties of perjury, the above information is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date