

Taxable Leased Car

Mileage Statement

January 1, 20\_\_\_ – December 20\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the following items to help determine your income for W-2 and social security withholdings.

1. Total number of miles driven \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Number of business miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of personal miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Percentage of personal miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Automobile lease value per month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 a. Make of Car\_\_\_\_\_\_\_\_\_\_\_

 b. Year of Car\_\_\_\_\_\_\_\_\_\_\_\_

 c. Mileage of car on January 1\_\_\_\_\_\_\_\_\_\_\_

 4. Is vehicle available for personal use? Y N

 5. Do you own or lease another car that is available for personal use? Y N

1. Please attach a copy of your mileage log.

7. **I certify that I am aware of the Annual Lease Value method of valuing the personal use of the company provided vehicle. I have maintained written documentation of my use of the vehicle to substantiate the business and personal use. I am aware that if I have not maintained or attached the records necessary to support the business and personal use of the vehicle, the ENTIRE ANNUAL LEASE VALUE MUST BE INCLUDED IN MY INCOME FOR INCOME TAX PURPOSES.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Vandal Number V\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed form to: Cretia Bunney, Payroll Services, (208) 885-3864 Fax or email cretiab@uidaho.edu