

2023 EMPLOYEE'S STATEMENT OF CORPORATE AUTO USAGE

To: _____ (Name of Corporate Official/Employee)

Please be advised that, from _____, 2023 to _____, 2023, the corporation furnished the auto described below for my use on corporate business. I am providing the information shown below on my business and personal use of the corporate-provided auto:

Year _____ Make _____ Model _____ :
_____ :
_____ :

The following must be answered by the employee:

- 1. Ending odometer _____ [date] _____
- 2. Beginning odometer _____ [date] _____
- 3. Total mileage (line 1 – line 2) _____
- 4. Business mileage _____
- 5. Nonbusiness/Personal mileage _____
- 6. Percentage of personal use (Line 5 divided by Line 3) _____ %
- 7. Is vehicle used for commuting? _____ If yes, what is the mileage? _____ Miles/Day
- 8. Is vehicle available for personal use in off duty hours? Yes/No (Circle One)
 If no, what is the number of commuting days? _____ Days
- 9. Do records or evidence exist to justify the business deduction? _____ if yes, is the evidence written? Yes/No (Circle One)
- 10. What is the fair market value of the automobile when it was made available? \$ _____

The above figures are based on my written records of business use, unless specified otherwise above. I understand that I may be required to furnish such documentation in the event of an IRS examination.

Signature: _____

Printed: _____

Date: _____