

## **VEHICLE RELATED GUIDES**

### **EMPLOYER POLICIES REGARDING USE OF COMPANY VEHICLES**

Three policies have been included that may be provided to clients as examples. Policies 1 and 2 are optional for an employer. Policy 3 is required in some form by all employers providing company-owned personal use vehicles. The policies should be reviewed to determine if there are conflicts with state or local laws.

### **EMPLOYEE REPRESENTATION REGARDING USE OF COMPANY VEHICLE AND WORKSHEET TO CALCULATE INCOME FROM PERSONAL USE OF COMPANY VEHICLE**

The IRS requires the value of the personal use of employer provided vehicles to be included in the compensation of the employee if the employee does not reimburse the employer. Forms are included for the employer to collect the necessary data from the employee and calculate the value of the personal use.

### **WORKSHEET TO CALCULATE “INCLUSION AMOUNT” FOR LEASED VEHICLES**

The IRS requires lessees of luxury vehicles to calculate an “inclusion amount” to be included in their gross income. This inclusion amount must be considered by taxpayers that have leased a vehicle for a term of 30 days or more. By means of the inclusion amount, the law attempts to limit the taxpayer’s lease payment deductions to the amount that would have been deductible under the limited depreciation rules had the taxpayer purchased the vehicle. Enclosed are various worksheets to calculate the amount includible in income by the lessee. Select the appropriate worksheet based on the lease date of the vehicle.

## SAMPLE AUTOMOBILE USAGE POLICIES

### 1. **POLICY PROHIBITING ALL PERSONAL USE OF COMPANY VEHICLES**

Management has adopted the following policy regarding personal use of Company-owned vehicles:

Vehicles owned or leased by this Company are to be used solely for Company business. There shall be no personal use of the vehicles (including commuting to and from work). Individuals driving Company vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered to be in violation of this policy.

The Company requires that vehicles not in use shall be parked in designated areas on the Company premises. No personal items are to be stored in the vehicles. Company materials and supplies are to be secured in the trunk, lock boxes or within the Company offices.

Keys are to be returned to \_\_\_\_\_ upon the close of business each day.

## SAMPLE AUTOMOBILE USAGE POLICIES

### **2. POLICY PROHIBITING ALL PERSONAL USE OF COMPANY VEHICLES EXCEPT COMMUTING**

Management has adopted the following policy regarding personal use of Company-owned vehicles:

For business reasons, certain employees have been designated to drive a Company-owned vehicle to and from their residence. This shall be the only authorized personal use of the vehicle. Individuals driving Company vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered to be in violation of this policy.

The Company requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked when not in use with work articles stored either in the lock box or trunk during times when the vehicle is not in use.

The Company will compute a daily value for the commuting which will be included in the employee's Form W-2 at the end of the calendar year. Such amount will be the minimum allowed by federal income tax laws.

Note: Internal Revenue Service regulations require the Company to maintain evidence which would enable the IRS to determine whether use of the vehicle is in accordance with policy maintained by the Company.

**SAMPLE AUTOMOBILE USAGE POLICIES**

**3. POLICY REGARDING CUT-OFF DATE TO CALCULATE THE VALUE OF PERSONAL USE OF COMPANY-OWNED VEHICLES**

Management has adopted the following policy regarding computation of the taxable value of the personal and commuting use of Company-owned vehicles:

The personal and commuting use of Company vehicles will be computed for the twelve months ending \_\_\_\_\_ (October 31, November 30 or December 31).

Annually, the Company requires you to provide a complete accounting of the personal use of the vehicle as of \_\_\_\_\_. The taxable value of the personal use will be computed using the least costly method allowable by tax law.

This income will be considered paid as of \_\_\_\_\_ and federal, state (if appropriate) and Social Security/Medicare\* withholding will be deducted from your \_\_\_\_\_ paycheck.

OR

The taxable value and related withholding amounts will be reflected on your Form W-2 at year-end.

Please address your questions to \_\_\_\_\_.

\* The company may elect to withhold only Social Security/Medicare. If so the paragraph should read as follows:

This income will be considered paid as of \_\_\_\_\_ and Social Security/Medicare withholding will be deducted from your \_\_\_\_\_ paycheck.

**EMPLOYEE REPRESENTATION REGARDING**  
**USE OF COMPANY VEHICLE**

The IRS requires employers to provide certain information on their tax return with respect to the vehicles provided to employees. This information is also used to calculate the amount of the fringe benefit to be included in the employee's Form W-2 income.

The IRS generally requires that written records be maintained to document the business use of vehicles. Since the company policy requires employees to maintain the detailed records, please provide answers to the following questions. If you were provided more than one vehicle that was used during the year, you need to prepare a separate statement for each vehicle.

The completed form must be returned no later than \_\_\_\_\_ or 100% of the value of the use of the vehicle will be included in your Form W-2 income. (date)

Description of vehicle \_\_\_\_\_

Reporting period from \_\_\_\_\_ to \_\_\_\_\_

Odometer reading: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Employee Representation

- (1) Was the vehicle available for your personal use during off-duty hours? \_\_\_\_\_
- (2) Did you have another vehicle available for your personal use (this includes a vehicle you own personally)? \_\_\_\_\_
- (3) Are you an officer or 1% or more owner of the business? \_\_\_\_\_
- (4) How many commuting round trips did you make in this vehicle? \_\_\_\_\_
- (5) For the reporting period specified above, please provide the number of miles for each of the following categories:
  - Commuting miles \_\_\_\_\_
  - Other personal (non-commuting) miles \_\_\_\_\_
  - Total personal and commuting miles \_\_\_\_\_
  - Total business miles \_\_\_\_\_
- (6) Did the employer pay the cost of fuel consumed by this vehicle? \_\_\_\_\_

\_\_\_\_\_  
(EMPLOYEE SIGNATURE)

\_\_\_\_\_  
(DATE)

**WORKSHEET TO CALCULATE INCOME**  
**FROM PERSONAL USE OF COMPANY VEHICLE**

EMPLOYER'S WORKSHEET TO CALCULATE EMPLOYEE'S TAXABLE  
 INCOME RESULTING FROM EMPLOYER-PROVIDED VEHICLE  
 FOR CALENDAR YEAR 2013

EMPLOYEE: \_\_\_\_\_

DESCRIPTION OF VEHICLE: \_\_\_\_\_

DATE VEHICLE FIRST MADE AVAILABLE TO ANY EMPLOYEE: \_\_\_\_\_

DATE VEHICLE FIRST MADE AVAILABLE TO THIS EMPLOYEE: \_\_\_\_\_

Select one method (note limitations on methods II and III)

**METHOD I - ANNUAL LEASE VALUE METHOD** (For Vehicles Available 30 Days or More)

Fair market value of vehicle (to be redetermined at the beginning of the fifth year and every four years thereafter)		\$	_____
Annual lease value, per attached chart		\$	_____ <sup>(1)</sup>
Enter number of days during the year that the vehicle was available	x		_____
Divide by number of days in tax year	÷		_____
Prorated annual lease value	=		_____
Personal use % (personal/total miles, per statement from employee)	x		_____ %
Personal annual lease value	= \$		_____
If fuel is provided by employer, enter personal miles _____ x _____ <sup>(2)</sup>	+		_____ +
Personal use taxable income	= \$		_____

\_\_\_\_\_

<sup>(1)</sup>For autos available for 7 days or less, multiply the annual lease value by 4. If the availability is more than 7 days, but less than 30, the taxpayer may elect to use the annual lease value without the 4 multiplier.

<sup>(2)</sup>If fuel is provided "in kind," the fair market value may be determined based on all facts and circumstances or, alternatively, at 5½ cents per mile if auto usage is within the U.S., Canada, and Mexico. Generally, where fuel is purchased and charged to the employer, the actual cost or reimbursement should be used. If employers with a fleet of 20 or more vehicles reimburse or allow employees to charge fuel cost, the fleet-average cents per mile may be used. If the fleet employer determines that actual cost or fleet average methods are unreasonable administrative burdens, the 5½ cents per mile may be used.

**WORKSHEET TO CALCULATE INCOME**  
**FROM PERSONAL USE OF COMPANY VEHICLE**

EMPLOYER'S WORKSHEET TO CALCULATE EMPLOYEE'S TAXABLE  
INCOME RESULTING FROM EMPLOYER-PROVIDED VEHICLE FOR  
CALENDAR YEAR 2013

**METHOD II - STANDARD MILEAGE RATE METHOD**

Generally, in order to qualify to use the cents-per-mile method, the vehicle must: (1) be expected to be regularly used in the employer's business throughout the calendar year, or (2) be driven at least 10,000 miles per year, and (3) have a fair market value of \$16,000 or less for passenger automobile or \$17,000 less for a truck or van. Once this method is adopted for a particular vehicle, it must be continued until the vehicle no longer qualifies.

Enter personal miles	_____ x \$0.565 =	\$ _____
If fuel is NOT provided by the Employer enter personal miles	_____ x \$0.055 =	(_____)
Personal use taxable income		\$ _____

**METHOD III - SPECIAL COMMUTING METHOD**

This method may only be used for vehicles covered by a written policy that allows commuting but no other personal use. DO NOT USE if employee is a 1% or more owner, an officer with compensation of \$95,000 or more, or an individual with compensation equaling or exceeding \$195,000.

Number of commuting round trips made	_____
Value per round trip	x _____ \$ 3.00
Personal use taxable income	\$ _____

**WORKSHEET TO CALCULATE INCOME**  
**FROM PERSONAL USE OF COMPANY VEHICLE**

ANNUAL LEASE VALUE TABLE

<u>AUTOMOBILE FAIR MARKET VALUE</u>	<u>ANNUAL LEASE VALUE</u>	<u>AUTOMOBILE FAIR MARKET VALUE</u>	<u>ANNUAL LEASE VALUE</u>
\$ 0- 999	\$ 600	22,000-22,999	6,100
1,000- 1,999	850	23,000-23,999	6,350
2,000- 2,999	1,100	24,000-24,999	6,600
3,000- 3,999	1,350	25,000-25,999	6,850
4,000- 4,999	1,600	26,000-27,999	7,250
5,000- 5,999	1,850	28,000-29,999	7,750
6,000- 6,999	2,100	30,000-31,999	8,250
7,000- 7,999	2,350	32,000-33,999	8,750
8,000- 8,999	2,600	34,000-35,999	9,250
9,000- 9,999	2,850	36,000-37,999	9,750
10,000-10,999	3,100	38,000-39,999	10,250
11,000-11,999	3,350	40,000-41,999	10,750
12,000-12,999	3,600	42,000-43,999	11,250
13,000-13,999	3,850	44,000-45,999	11,750
14,000-14,999	4,100	46,000-47,999	12,250
15,000-15,999	4,350	48,000-49,999	12,750
16,000-16,999	4,600	50,000-51,999	13,250
17,000-17,999	4,850	52,000-53,999	13,750
18,000-18,999	5,100	54,000-55,999	14,250
19,000-19,999	5,350	56,000-57,999	14,750
20,000-20,999	5,600	58,000-59,999	15,250
21,000-21,999	5,850		

For vehicles having a fair market value in excess of \$59,999, the Annual Lease Value is equal to:  
(.25 x automobile fair market value) + \$500.



**LEASED VEHICLES**  
**WORKSHEET TO CALCULATE INCLUSION AMOUNT**

Description of vehicle: \_\_\_\_\_

Date of lease: \_\_\_\_\_

Lease term: \_\_\_\_\_

Fair market value of vehicle at inception of lease: \_\_\_\_\_

Dollar amount per attached tables. (Select the appropriate table based on the inception date of the lease.) \$ \_\_\_\_\_<sup>(1)</sup>

Enter number of days during the year that the vehicle was leased. x \_\_\_\_\_

Divide by number of days in tax year. ÷ \_\_\_\_\_

Prorated dollar amount. = \$ \_\_\_\_\_

Business use % (business/total miles). x \_\_\_\_\_%<sup>(2)</sup>

Prorated inclusion amount. = \$ \_\_\_\_\_

\_\_\_\_\_

<sup>(1)</sup>The dollar amount for the preceding year is used for the last tax year of the lease.

<sup>(2)</sup>Use 100% if all expenses are deducted by the employer and the personal use value is added to the employee's income.