**A. General Information**

Reporting Foundation:

 \_\_\_\_\_\_\_\_\_

Employee Name Description of vehicle (model, make, etc.)

**B. Usage Information**

1. Was the vehicle available for your personal use including

commuting to and from work? Yes No

1. Did you have another vehicle available for your personal

use (this includes a car you own personally)? Yes No

1. Did the employer pay the cost of fuel consumed by this vehicle? Yes No

If the response to (3) is YES, select one of the following two methods to value fuel costs:

 5.5 cents per mile for personal miles Actual cost of fuel for personal miles

(4) Dates of use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if for less than full reporting period)

**C. Mileage Reporting**

Ending odometer reading for this reporting period:

Minus: Beginning odometer reading for this reporting period:

**Total Miles Driven**

Minus: Miles driven for BUSINESS purposes:

*(May not include commuting to and from work station)*

**Total NON-BUSINESS Miles**

**I hereby certify that I have written evidence to support the claimed miles driven for business purposes.**

Employee Signature PID# Date

**Please return the completed signed form to Stephanie May, Payroll Tax Accountant, by Tuesday, November 5, 2019 by email at stephmay@email.unc.edu or CB 1260.**

**INFORMATION**

Tax regulations require the University to provide certain information with respect to the vehicle provided to University employees. The IRS generally requires that written records be maintained to document the use of business vehicles. Since you are required to maintain the detailed records, please provide answers to the questions on page 1. If you were provided more than one vehicle, please prepare one of these statements for each vehicle provided. The information contained in this form will be used to calculate appropriate tax withholding and the amount to be included as income on your Form W-2.

For Foundation-owned and Foundation-leased vehicles, fair market value is used to determine the annual lease value. Maintenance and insurance costs are included in the annual lease value. Fuel costs paid by the employer will be calculated using one of two methods based on your response to item (3) on page 1. Your daily commute miles to and from your work station are non-business (i.e. personal) miles per the tax regulations.

You are required to track business and non-business (i.e. personal) mileage. An example of a TRAVEL LOG is provided below:

