



PERSONAL USE OF COMPANY VEHICLES

Dear Client:

The following is our 2020 Personal Use of Company Vehicles Form for your completion. This letter is also available on our website and a link is provided below for easy access.

Please do not respond to this email, as it is sent from a "no reply" email address and is not monitored. Please contact your accountant directly via phone or email with any questions.

If you have already provided this information to us, please disregard this reminder.

PERSONAL USE OF COMPANY VEHICLES

Personal use of corporate owned vehicles is required to be added to your W-2.

This letter is to request information on the use of automobiles that **must be reflected on your 2020 income or payroll tax returns. This information is required for both company owned and leased vehicles.**

Please note that if you use a payroll service or prepare your own payroll reports, this same information must be utilized, usually before they prepare the last payroll of the year. That means they will need this information prior to December 31!

The computation of your business and personal mileage must be substantiated. It is best to keep a contemporaneous record of travel throughout the year.

If **we prepare your payroll returns**, it would be most helpful if you would address this issue as close to December 31, 2020, as possible, fill out the following information, and bring it in with your other payroll tax information.

	Year and Make	Total Miles in 2020	Business Miles	Commuting Miles	Other Personal Miles
Auto #1	_____	_____	_____	_____	_____
Auto #2	_____	_____	_____	_____	_____
Auto #3	_____	_____	_____	_____	_____

Do you have evidence to support the business miles? Yes No
 Is the evidence for business miles written? Yes No
 Did you buy, lease, or sell a business auto during 2020? Yes No
 If Yes, please provide details.

Note: If you utilize a personal vehicle in your business, you may be entitled to additional deductions for that business use. Please feel free to contact us with questions.

November 2020

Taxpayer Information Provided By:

Signature

Date

This letter can be accessed on our website by using the link below:

<http://cp7.cpasitesolutions.com/~staccpa1/files/Auto%20Info%20Ltr%20on%20Ltrhd%202019.pdf>