

**PLEASE E-MAIL (galbert@albertcpa.com) THIS FORM PRIOR TO DECEMBER 18, 2020.**

**\*\* Information needed to determine the value of personal use of company vehicle for businesses only. Only complete this if your business has title and owns the vehicle.**

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

COMPANY NAME: \_\_\_\_\_

1. MAKE, MODEL AND YEAR OF VEHICLE: \_\_\_\_\_

2. TODAY'S ODOMETER READING: \_\_\_\_\_

3. DATE VEHICLE WAS PLACED IN SERVICE BY COMPANY: \_\_\_\_\_

4. NUMBER OF DAYS USED BY THIS EMPLOYEE IN 2020: \_\_\_\_\_

5. COST OF VEHICLE: \_\_\_\_\_

6. MILEAGE FOR 2020:

BUSINESS \_\_\_\_\_

PERSONAL \_\_\_\_\_

7. AMOUNT, IF ANY, EMPLOYEE REIMBURSED TO COMPANY FOR PERSONAL USE:

AMOUNT: \_\_\_\_\_

**NOTE - IF YOU HAVE MORE THAN ONE COMPANY AUTO, YOU MUST COMPLETE FOR EACH VEHICLE.**