

PLEASE E-MAIL (galbert@albertcpa.com) THIS FORM PRIOR TO DECEMBER 18, 2021.

**** 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 2021: _____

5. COST OF VEHICLE: _____

6. MILEAGE FOR 2021:

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.