EMPLOYEE'S STATEMENT OF CORPORATE AUTO USAGE

To: _____(Name of Corporate Official/Employee)

Please be advised that, from _____, 20___ to _____, 20___, the corporation furnished the auto described below for my use on corporate business. I am providing the information shown below on my business and personal use of the corporate-provided auto:

Year	Make	Model

The following must be answered by the employee:

1. Ending odometer _____ [date] _____
2. Beginning odometer _____ [date] _____
3. Total mileage (line 1 – line 2) _____
4. Business mileage _____
5. Nonbusiness/Personal mileage _____
6. Percentage of personal use (Line 5 divided by Line 3) _____ %
7. Is vehicle used for commuting?_____ If yes, what is the mileage? _____ Miles/Day
8. Is vehicle available for personal use in off duty hours? Yes/No (Circle One)
   If no, what is the number of commuting days? _____ Days
9. Do records or evidence exist to justify the business deduction? _____ if yes, is the evidence written? Yes/No (Circle One)
10. What is the fair market value of the automobile when it was made available? $_____

The above figures are based on my written records of business use, unless specified otherwise above. I understand that I may be required to furnish such documentation in the event of an IRS examination.

Signature: _____

Printed: _____

Date: _____