



Bishop & Adkins, PA

Certified Public Accountants

*** * * PLEASE RETURN BY MONDAY, DECEMBER 15, 2025 * * ***

Personal Use of Employer-Provided Vehicles

Tax law requires an employee's income to include fringe benefit compensation for the personal use of an employer-provided vehicle. In order to add this information to your W-2s, please provide the following information. Payroll tax deposits may be necessary as a result of the data provided, so timely return of the data is necessary.

Please provide this data for the 12-month period from December 2024 through November 2025

		Vehicle 1	Vehicle 2	Vehicle 3
Name of Driver				
Make, model, and year of company car				
Business Miles	A			
Commuting Miles	B			
Other Personal Miles	C			
Total Miles (A + B + C = D)	D			
Vehicle available for personal use while off-duty?		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Do you have evidence to support the business miles claimed?		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Is this evidence written?		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Is this vehicle owned or leased?		☐ Owned ☐ Leased	☐ Owned ☐ Leased	☐ Owned ☐ Leased

Make copies of this form if additional space is needed

- Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? ☐Yes ☐No
- Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? ☐Yes ☐No

Company Name _____

Date _____

Signature _____

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Return via Fax 410-838-2859 or via Email gina@bishopandadkins.com