

University-Provided Vehicle
Fringe Benefit Valuation Statement

For the Period November 1, _____ through October 31, _____

A University-provided vehicle is a vehicle provided directly by the University, the Foundation, or an outside organization such as an auto dealership in connection with your employment at the University.

Photocopy this form if you were assigned more than two University-provided vehicles during this period.

Vehicle #1	Vehicle #2
Year: _____	Year: _____
Make: _____	Make: _____
Model: _____	Model: _____
*Fair Market Value: _____	*Fair Market Value: _____
**Beginning Availability Date: _____	**Beginning Availability Date: _____
Ending Availability Date: _____	Ending Availability Date: _____
Total Miles Driven this Reporting Period: _____	Total Miles Driven this Reporting Period: _____
Beginning Odometer Reading: _____	Beginning Odometer Reading: _____
Ending Odometer Reading: _____	Ending Odometer Reading: _____
***Business Miles: _____	***Business Miles: _____
Personal (Includes Commuting) Miles: _____	Personal (Includes Commuting) Miles: _____
Was this vehicle shared with another employee at the same time? YES <input type="checkbox"/> NO <input type="checkbox"/>	Was this vehicle shared with another employee at the same time? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, with whom? _____	If yes, with whom? _____
Did you reimburse the University for any personal miles? YES <input type="checkbox"/> NO <input type="checkbox"/>	Did you reimburse the University for any personal miles? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, for how many personal miles? _____	If yes, for how many personal miles? _____
At what rate per mile? _____	At what rate per mile? _____
Did the University provide fuel for any of your personal miles? YES <input type="checkbox"/> NO <input type="checkbox"/>	Did the University provide fuel for any of your personal miles? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, how many personal miles did the University provide fuel for? _____	If yes, how many personal miles did the University provide fuel for? _____

* Obtain Fair Market Value (FMV) from the dealer or Kelly Blue Book website <http://www.kbb.com> as of the date the vehicle was first assigned to you. If you have had the vehicle for four years or more, provide the FMV as of November 1 of the fifth reporting year. If using Kelly Blue Book, select the information which most accurately describes the vehicle. The FMV is the amount an individual would pay (including sales tax and title fees) in an arm's-length transaction to purchase the vehicle in that local; it is not the trade in value. Attach a hard copy of the calculation as support. You do not need to complete this line if you were assigned a vehicle from the University's motor pool.

**This is the date the vehicle was first provided to you for your use.

***If you paid for fuel with personal funds, the number of miles reported should match the number of miles for which you requested reimbursement from the University for business purposes.

Certification

The above figures are based on my written records of business use. I understand I may be required to furnish such documentation in the event of an IRS examination. I also understand the University will use the above information to calculate the value attributable to my personal use of the University-provided vehicle(s). The University will treat this value as wages, unless I reimbursed the University for personal miles. I also understand the University elects not to withhold income tax, will withhold Medicare tax, and will not withhold SURS on this value.

I hereby certify that, to the best of my knowledge, the information presented above is accurate and complete.

Employee Signature: _____ Date: _____

Printed Name: _____