

**K L W ACCOUNTING & TAX LTD.**

**2020 VEHICLE INFORMATION SUMMARY**  
**NON-CASH FRINGE BENEFIT COMPUTATION**

FOR THE PERIOD ENDED: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

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

Description of Vehicle:

1. Total number of miles driven during the year: \_\_\_\_\_
2. Percentage of personal use claimed: \_\_\_\_\_
3. Was the vehicle used for commuting: Yes \_\_\_\_\_ No \_\_\_\_\_
4. If answer to question #3 is yes, what is the total commuting mileage? \_\_\_\_\_
5. Was the vehicle available for personal use in off duty hours? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Was another vehicle available for personal use? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Do adequate records or sufficient evidence exist to justify the deduction for business/investment use? Yes \_\_\_\_\_ No \_\_\_\_\_
8. If the answer to question #7 is yes, are the records or evidence written? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Was the vehicle used by a person who owns more than 5% of the outstanding shares of stock?  
Yes \_\_\_\_\_ No \_\_\_\_\_
10. Was gas for the vehicle provided by the company? Yes \_\_\_\_\_ No \_\_\_\_\_

Beginning Odometer: \_\_\_\_\_

Ending Odometer: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Business Miles Driven: \_\_\_\_\_ \*\* Percentage of Business Use: \_\_\_\_\_

Personal Miles Driven: \_\_\_\_\_

2020 VEHICLE INFORMATION SUMMARY (con't)

Was vehicle out of service for more than 30 days?      Yes \_\_\_\_\_      No \_\_\_\_\_

Date vehicle placed in service: \_\_\_\_\_

Number of days of use: \_\_\_\_\_

Non-Reimbursed Expenses: \_\_\_\_\_

Reimbursed Expenses: \_\_\_\_\_

I HEREBY ATTEST THAT THE INFORMATION LISTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE