

K L W ACCOUNTING & TAX LTD.

2021 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: _____

2021 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