



WHITE & CLAASSEN, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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The Kansas Society of Certified
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December 5, 2024

We are preparing for year-end tax reporting requirements and need you to answer the following questions regarding your business vehicles. It is critical that you answer **ALL 5 questions for any and all entities for which you are responsible (please return a separate questionnaire for each company)** and return this form back to us by January 10, 2025.

1. During 2024, did any employees, and/or owners use a company vehicle for personal use?
PLEASE NOTE THAT PERSONAL USE COULD INCLUDE SIMPLY DRIVING THE VEHICLE FROM HOME TO WORK AND BACK (EVEN IF THIS WAS FOR THE CONVENIENCE OF THE EMPLOYER), AS WELL AS ANY OTHER USE BY THE EMPLOYEE AND/OR OWNER OUTSIDE OF NORMAL BUSINESS HOURS.

YES ☐ NO ☐

*** *If you answer "YES" to this question, it is very important that you complete the PERSONAL USE OF COMPANY CAR worksheet that is attached to this page for EACH employee and/or owner!*

2. Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? YES ☐ NO ☐
3. Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? YES ☐ NO ☐
4. Do you treat all use of vehicles by employees as personal use? YES ☐ NO ☐
5. Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received? YES ☐ NO ☐

Company Name: _____

Name: _____

Signature: _____

Date: _____

TAXABLE PERSONAL USE OF COMPANY VEHICLE
(See NOTES, below before completing)

Company: _____

Benefits Contact: _____ Phone: _____

EMPLOYEE SOCIAL SECURITY NUMBER	EMPLOYEE NAME	VEHICLE DESCRIPTION (INCLUDING VIN#)	VEHICLE FAIR MARKET VALUE (1)	TOTAL PERSONAL MILES DRIVEN IN 2024	TOTAL MILES DRIVEN FOR THIS VEHICLE (BOTH PERSONAL AND BUSINESS) IN 2024	INDICATE WHETHER EMPLOYER OR EMPLOYEE PAYS FOR GAS
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			

(1) INDICATE THE FAIR MARKET VALUE AS OF THE DATE THE VEHICLE WAS FIRST PROVIDED TO THE EMPLOYEE.

NOTE: THE IRS REQUIRES THAT YOU MAINTAIN A MILEAGE LOG TO SUPPORT YOUR MILEAGE CLAIMS ABOVE. HOWEVER, YOU ARE ALLOWED TO SHOW A SINGLE MONTH'S MILEAGE LOG AS A REPRESENTATIVE SAMPLE OF YOUR TOTAL PERSONAL USAGE FOR THE YEAR, AS LONG AS IT REPRESENTS AN AVERAGE MONTH. **YOU STILL NEED TO REPORT THE TOTAL AMOUNTS FOR YEAR ON THE SCHEDULE ABOVE.** WE HAVE INCLUDED A SAMPLE MILEAGE LOG BEHIND THIS FORM.

SAMPLE MILEAGE LOG FOR YOUR USE:

[illegible]