



WHITE & CLAASSEN, LLC

CERTIFIED PUBLIC ACCOUNTANTS

200 West Douglas, Suite 820 Wichita, Kansas 67202

Fax (316) 263-3013 | Bus (316) 265-4877

Member:
The Kansas Society of Certified
Public Accountants
The American Institute of
Certified Public Accountants

Boyce W. Soward, CPA | Bruce D. Claassen, CPA | Michael S. White

November 28, 2025

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, 2026**.

1. During 2025, 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: _____

Phone: _____

(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: