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## VEHICLE INFORMATION SUMMARY NON-CASH FRINGE BENEFIT COMPUTATION

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The Accountants Group, Inc. ♦ Accountants & Tax Consultants ♦ Buffalo Grove, Illinois 60089

For the year ending: \_\_\_\_\_, 200\_\_

Individuals Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Vehicle Description: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Date Vehicle Placed in Service: \_\_\_\_\_ Date Vehicle removed from Service: \_\_\_\_\_

Odometer Reading:

Beginning of the year (or when purchased): \_\_\_\_\_ End of the year (or when sold or traded): \_\_\_\_\_

Total Miles Driven: \_\_\_\_\_ Business: \_\_\_\_\_ Personal \_\_\_\_\_

Percent Business Use: \_\_\_\_\_%

During the Year, was the vehicle out of service for more than 30 days?  Yes  No

Number of days in use during the year: \_\_\_\_\_ days.

Non-reimbursed Expenses: \$ \_\_\_\_\_ Reimbursed Expenses: \$ \_\_\_\_\_

1. Is the vehicle kept at work when not used for business?  Yes  No  
(If yes, do not complete Nos. 2 – 16)

2. If the vehicle is a SUV, truck, mini-van, or station wagon, please answer the following questions:

- a. What is the vehicle's passenger seat capacity? \_\_\_\_\_
- b. Does the vehicle weight over 6,000 lbs?  Yes  No
- c. Does the cargo area of the vehicle constantly (during working and non-working hours) carry merchandise, material or equipment used in the employer's trade or business?  Yes  No
- d. Does the vehicle have permanent shelving or special equipment which is permanently welded or bolted to the floor?  Yes  No
- e. Do you believe that this vehicle is "unsuitable" for personal use?  Yes  No

If you answered "Yes" to b., c., d., or e. above please contact us. You may not have to maintain vehicle usage records or complete the rest of this form.

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**Vehicle Information Summary (Continued)**

3. Was the vehicle used for commuting?  Yes  No
4. If answer to questions #3 is "yes" what is the:
- a. Average daily round trip commuting distance \_\_\_\_\_ miles
- b. Total commuting miles for the year \_\_\_\_\_ miles
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 you maintain contemporaneous records to support the deduction for business/investment use?  Yes  No
8. If the answer to questions 7 is "yes", are the records or evidence written?  Yes  No
9. Was the vehicle used by a person who is an officer or owns 2% or more of the outstanding shares of stock?  Yes  No
10. Was the vehicle used by a relative of such a shareholder or officer?  Yes  No
11. This vehicle is:  Leased  Owned
12. If the vehicle was leased or purchased during the year please provide us with a copy of the bill of sale and other pertinent documents regarding the transaction.
13. If the vehicle was sold or traded during the year, please provide us with a copy of the bill of sale and other pertinent documents regarding the transaction.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name