

**2020 Personal Use of Vehicles Worksheet**

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

Vehicle #: \_\_\_\_\_ Year & Make: \_\_\_\_\_

2020 Total Miles: \_\_\_\_\_

2020 Commuting & Personal Miles: \_\_\_\_\_

Fair Market Value: \_\_\_\_\_

Number of Days Available for Use in 2020: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Do you have evidence to support business miles?  Yes  No

Is the evidence for business miles written somewhere?  Yes  No

\_\_\_\_\_  
Name of person authorizing information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date