

2021 Personal Use of Vehicles

The value of personal use of company vehicles must be included on W-2 forms. Please complete this form by listing all employees and the corresponding amounts to be reported as income. This form must be completed, signed and returned to us at least **TWO WEEKS PRIOR TO YOUR LAST SCHEDULED PAYROLL OF THE YEAR** in order for you to receive your W-2 forms by January 31.

Do **NOT** report information to us if amounts have already been included with payroll throughout the year.

Company Name: _____ Client ID: _____ - _____

<u>EE Code</u>	<u>Employee Name</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of person authorizing information _____

Signature _____ Date _____