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November 18, 2016

**Re: Personal Use of Company Auto**

According to IRS regulations, the personal usage of company cars by employees must be treated as taxable compensation income (and is subject to normal payroll taxes). In valuing this compensation, the general rule is the employee's income is equal to what it would cost in a regular transaction to lease a comparable vehicle for the time used for personal purposes.

If you would like for us to prepare this calculation for the dates January 1, 2016 through December 31, 2016, please sign this letter and fill out the attached form for each employee who had personal use of an automobile owned by the business. Fax the completed forms to the attention of Amber Lockwood at (205) 271-5450 or e-mail it as soon as possible to [alockwood@bmss.com](mailto:alockwood@bmss.com). In order for the calculations to be timely completed, all information must be returned no later than **Friday, December 9, 2016**.

If you have any questions, please give us a call at (205) 271-5450.

Sincerely,

A handwritten signature in black ink that reads 'Barfield, Murphy, Shank &amp; Smith, LLC'.

Barfield, Murphy, Shank & Smith, LLC

**PLEASE SIGN AND CHECK THE APPROPRIATE BOX**

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

- Perform the Calculations - We have used company vehicles for personal use, whether commuting to and from work or otherwise, and have completed the attached worksheet(s).
- Do Not Perform Calculations - we have not used company vehicles for personal use.
- Do Not Perform Calculations - we will perform the personal use of auto calculation and will adjust our payroll taxes without the assistance of Barfield, Murphy, Shank, & Smith, LLC





2016 PERSONAL USE OF AUTO WORKSHEET

1. Company \_\_\_\_\_
2. Employee \_\_\_\_\_
3. Description of Vehicle  
Year \_\_\_\_\_  
Make \_\_\_\_\_  
Model \_\_\_\_\_  
Total Mileage (If 2012 or older) \_\_\_\_\_
4. Number of Days Vehicle Was Available  
for Use by Employee (out of 365) \_\_\_\_\_
5. Cost of Vehicle (if purchased in 2013-2016) \_\_\_\_\_
6. Miles Driven  
Total \_\_\_\_\_  
Personal \_\_\_\_\_  
Business \_\_\_\_\_
7. Does employer pay for fuel? \_\_\_\_\_ YES \_\_\_\_\_ NO

