



LOCAL FIRM
NATIONAL KNOWLEDGE
GLOBAL REACH

December 1, 2018

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, 2018 through December 31, 2018, 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 Stephanie Jensen at (205) 982-5588 or e-mail it as soon as possible to sjensen@bmss.com. In order for the calculations to be timely completed, all information must be returned no later than **Wednesday, December 19, 2018**.

If you have any questions, please give us a call at (205) 982-5588.

Sincerely,

BMSS, LLC

BMSS, 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 BMSS, LLC

2018 PERSONAL USE OF AUTO WORKSHEET

1. Company _____

2. Employee _____

3. Description of Vehicle
Year _____
Make _____
Model _____
Total Mileage (If 2014 or older) _____

4. Number of Days Vehicle Was Available
for Use by Employee (out of 365) _____

5. Cost of Vehicle (if purchased in 2015-2018) _____

6. Miles Driven
Total _____
Business _____
Personal _____

7. Does employer pay for fuel? _____ YES _____ NO