



### 2011 Personal Use Information Schedule

This form is designed to submit information to Cilliers, CPA concerning personal usage of company provided automobiles. Please complete a form for each vehicle the company owns.

- 1. Company Name: \_\_\_\_\_ EIN: \_\_\_\_\_
- 2. Auto make, model and year: \_\_\_\_\_
- 3. Is this vehicle used strictly for business and does your Company have a WRITTEN POLICY prohibiting personal use? Yes No

If the answer to question #3 is "Yes" **AND** the person using the vehicle is not a 5% or greater owner or is not a family member of a 5% or greater owner, you need **NOT** complete the rest of this form. Just sign, date and return this form to our office. Otherwise, please complete the reminder of this form for this vehicle.

- 4. Employee name: \_\_\_\_\_
- 5. Date vehicle acquired or leased: \_\_\_\_\_
- 6. Dates assigned to employee: From: \_\_\_\_\_ To: \_\_\_\_\_
- 7. Business miles \_\_\_\_\_ 11. Ending odometer \_\_\_\_\_
- 8. Commuting miles \_\_\_\_\_ 12. Begin odometer \_\_\_\_\_
- 9. Other personal miles \_\_\_\_\_
- 10. TOTAL MILES \_\_\_\_\_ 13. TOTAL MILES \_\_\_\_\_

Note: If you have not already done so, send us a copy of purchase invoice or lease contract for any vehicle(s) purchased or leased during the past year.

- 14. Do you have evidence to support the business miles indicated above? Yes No
- 15. Is the evidence in writing? Yes No
- 16. Was the vehicle used primarily by a more than 5% owner or related person? Yes No
- 17. Was the vehicle available for personal use during off-duty hours? Yes No
- 18. Is another vehicle available for use? Yes No

\_\_\_\_\_  
Signature Title Date