



475 W. Terra Cotta Ave., Ste. F1 Crystal Lake, IL 60014 815-788-5114

EMPLOYER PROVIDED VEHICLE
2023 PERSONAL USE INFORMATION SCHEDULE

This form is designed to submit information to JML Tax and Accounting, LLC concerning personal usage of company provided vehicles.

Please complete a form for each vehicle the company owns and return to us by January 12, 2024 if we do your payroll. If we do not prepare your payroll, return to us as soon as possible.

1. Business Name: _____

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 above is "Yes" AND the person using the vehicle is not an owner or family member of an owner, complete lines 11, 12 and 13 providing us with mileage. (no other lines other than the signature and date need to be completed.)

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. Beginning Odometer - _____

9. Other personal miles + _____

10. TOTAL MILES = _____ 13. TOTAL MILES = _____

(Should match miles in step 13)

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 written? (A mileage log including date, mileage, destination, and business purpose is required for a deduction.) 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 personal use? Yes No

*Note—driving from your home to your primary place of business is commuting. Miles driven for commuting should be included separately on this line.

By entering your name below, you confirm to the best of your knowledge, the information and documents provided with this questionnaire are complete and accurate.

_____ Printed Name