

COMPUTATION OF PERSONAL-USE VALUE OF EMPLOYER-PROVIDED VEHICLES--2009

Name of Employer _____ Name of Employee _____
 Is employee a corporate officer or more than 1 percent shareholder? Yes No

VEHICLE INFORMATION

1. Description (make, model, and year) _____
2. Valuation Date (The initial valuation date is the date placed in service. Subsequent valuation dates are based on a hypothetical lease for four full calendar years. For example, if a vehicle is first placed in service January 12, 2004, the second valuation date is January 1, 2009. The third valuation date would be January 1, 2013.) _____
3. Fair market value on valuation date indicated at item 2 above _____

EMPLOYEE CERTIFICATION

4. Total number of miles driven during 2009 _____ Miles
5. Total commuting miles during 2009 _____ Miles
6. Total other personal (noncommuting) miles during 2009 _____ Miles
7. Total personal miles (sum of line 5 and line 6) _____ Miles
8. Is another vehicle (other than an employer vehicle) available for personal use? Yes No

The above information is supported by adequate evidence and is correct to my best knowledge and belief. I understand this information will be used to compute the value of the personal use of this employer-provided vehicle, which will be reported on my W-2 for 2009.

Signed _____ Date _____
 (Employee)

COMPUTATION OF PERSONAL-USE VALUE

9. Personal-use percentage (divide line 7 by line 4) _____ %
10. Annual lease value (determine from table below based on fair market value at line 3 above) (prorate annual lease value based on number of days used if less than full year) \$ _____
11. Personal-use annual lease value (multiply line 9 and line 10) \$ _____
12. Gasoline provided by employer:
 - a. Actual gasoline cost \$ _____
 - b. Personal portion actual cost [multiply line 9 and line 12(a)] \$ _____
 - c. 5.5¢ times personal miles (line 7) \$ _____
 - d. Personal-use gasoline [lesser of line 12(b) or line 12(c)] \$ _____
13. Gross personal-use [sum of line 11 and line 12(d)] \$ _____
14. Reimbursements made by employee \$ _____
15. Net personal-use value to report on Form W-2 (line 13 minus line 14) \$ _____

ALTERNATIVE METHOD OF COMPUTATION (Use this section *only if* vehicle meets requirements described below.)

This method is available if the fair market value at line 3 is \$15,000 or less for automobiles and \$15,200 or less for trucks and vans. Also, the employee must have regularly used the vehicle in the Company's trade or business, or the employee must have driven at least 10,000 total miles during the year (10,000 miles is prorated if vehicle available less than full year). Once this alternative method is chosen for an employee and vehicle, it must be used in all subsequent years until it fails to meet the criteria above.

1. Gross Personal-Use Value (_____ Personal Miles x .55¢ = _____) \$ _____
2. Employee Reimbursement to Employer (_____)
3. Net Personal-Use Value to Report on Form W-2 (2 minus 3) \$ _____

ANNUAL LEASE VALUE TABLE

(1)	(2)	(1)	(2)	(1)	(2)
Automobile FairMarket Value	Annual Lease Value	Automobile FairMarket Value	Annual Lease Value	Automobile FairMarket Value	Annual Lease Value
\$ 0- 999 -----	\$ 600	\$12,000- 12,999 -----	\$ 3,600	\$24,000- 24,999 -----	\$ 6,600
1,000- 1,999 -----	850	13,000- 13,999 -----	3,850	25,000- 25,999 -----	6,850
2,000- 2,999 -----	1,100	14,000- 14,999 -----	4,100	26,000- 27,999 -----	7,250
3,000- 3,999 -----	1,350	15,000- 15,999 -----	4,350	28,000- 29,999 -----	7,750
4,000- 4,999 -----	1,600	16,000- 16,999 -----	4,600	30,000- 31,999 -----	8,250
5,000- 5,999 -----	1,850	17,000- 17,999 -----	4,850	32,000- 33,999 -----	8,750
6,000- 6,999 -----	2,100	18,000- 18,999 -----	5,100	34,000- 35,999 -----	9,250
7,000- 7,999 -----	2,350	19,000- 19,999 -----	5,350	36,000- 37,999 -----	9,750
8,000- 8,999 -----	2,600	20,000- 20,999 -----	5,600	38,000- 39,999 -----	10,250
9,000- 9,999 -----	2,850	21,000- 21,999 -----	5,850	40,000- 41,999 -----	10,750
10,000- 10,999 -----	3,100	22,000- 22,999 -----	6,100	42,000- 43,999 -----	11,250
11,000- 11,999 -----	3,350	23,000- 23,999 -----	6,350	44,000- 45,999 -----	11,750
				46,000- 47,999 -----	12,250
				48,000- 49,999 -----	12,750
				50,000- 51,999 -----	13,250
				52,000- 53,999 -----	13,750
				54,000- 55,999 -----	14,250
				56,000- 57,999 -----	14,750
				58,000- 59,999 -----	15,250

For vehicles having a fair market value in excess of \$59,999, the annual lease value is equal to: (.25 x the fair market value of the automobile) + \$500.

Auto Usage Form Contains Required Information

Employers must obtain the auto use information and certification from each employee to whom an auto is furnished in time to complete the fourth quarter payroll tax returns and the 2009 Forms W-2. Completion of the auto usage form on the reverse of this page will enable an employer to compile the information required for the income tax returns, payroll tax returns, and Forms W-2. Much of the information on the auto use form must also be included in the employer's federal income tax return. Accordingly, employers should retain the completed vehicle use forms as written evidence supporting the information in the income tax return.

If you provide vehicles to employees, you must withhold federal income tax on the personal-use value of the vehicles unless you elected not to withhold income tax by giving employees timely notice. If income tax is to be withheld, you can withhold a flat 25 percent or withhold as if the personal-use value is part of regular wages. If you did not compute or estimate the personal-use value and withhold taxes during 2009, the income tax and FICA (Social Security and Medicare tax) may be withheld from 2010 wages at any time between January 1 and April 1, 2010.

Regardless of when the taxes are withheld, however, the 2009 personal-use value is considered 2009 compensation, and the withholdings must be reported on the fourth quarter 2009 Form 941 and paid or deposited accordingly. Both the compensation and the withholdings must be included on the 2009 Form W-2.

An employer may elect not to withhold income taxes for 2010 on the personal-use value of a vehicle by notifying the employees in writing by January 31, 2010, or within 30 days after the employee is provided a vehicle, if later.

We will be glad to assist you with the completion of the auto usage form or answer your questions about its preparation.