

**JACKSONVILLE STATE UNIVERSITY
COURTESY VEHICLE
INFORMATION FORM**

Name of Recipient

Employee ID Number

Type of Vehicle:

☐

New

☐

Used

Make

Model

Year

Vehicle License Number

Date Vehicle Received

Fair Market Value

VEHICLE PROVIDER INFORMATION:

Dealer Name & Address:

Telephone Number:

Contact Name:

I hereby certify that the above information is a true and accurate. I realize my responsibility for maintaining adequate records which substantiate my business use of this courtesy vehicle.

Signature

Date

Senior Associate Athletic Director

Date

COURTESY VEHICLE USAGE REPORT REQUIREMENTS

The taxable portion on the value of non-business use will be included in the employee's next available on-cycle payroll. Federal income tax will be withheld monthly and these amounts will be included on the employee's Form W-2 as taxable income.

- In order for Payroll Services to calculate the taxable value attributable to non-business use, a Monthly Usage Report must be completed for each vehicle provided to the employee during the preceding month. If there were times when the employee had no vehicle, those dates must be noted on the bottom of a reporting form so all days of the month are accounted for. Vehicle usage reports will be submitted monthly by the 15th of the following month for the preceding monthly accounting period or upon termination of employment and surrender of vehicle.
- It is the employee's responsibility to keep records of beginning and ending mileage on any vehicle used, and all business and personal use of the vehicle. **Please note that commuting to and from work is not business use.** The employee records shall be the basis for completing the monthly Vehicle Usage Report, and shall be retained as substantiating evidence for the business usage claimed. It is the employee's responsibility to provide such evidence to the Internal Revenue Service in case of an audit.
- Any additional tax assessment and penalties resulting from an audit will be the responsibility of the employee. This will include any taxes or penalties assessed to JSU for under-reporting and under-withholding because an unsubstantiated report was filed by the employee.