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T-210 6/2001

PERSONAL USE OF COMPANY VEHICLE
ANNUAL LEASE VALUE

Employee _____

Vehicle _____

GENERAL INFORMATION

- 1. Date: available _____ Transferred _____
- 2. Odometer: available _____ Transferred _____
- 3. Fair market value on date available _____
- 4. Annual lease value on date available _____
- 5. Current year total miles _____
- 6. Current year personal miles _____

COMPUTATION OF TOTAL VALUE

- 7. Annual lease value, Line 4 (if available 365 days or less, otherwise go to line 11) \$ _____
- 8. Days in tax year (usually 365) _____
- 9. Daily value rate (7/8) \$ _____
- 10. Days available for use (use line 8 for full year, actual days for less than full year, 30 days of available for more than 7 days but less than 30, or four times days available if 7 days or less) _____
- 11. Annual lease value (table or (9x10)) \$ _____
- 12. Fuel factor (5.5 center times 5, or fair market value of fuel provided) \$ _____
- 13. Fair market value of other services \$ _____
- 14. Total value (add 11, 12, and 13) \$ _____
- 15. Personal use factor:
 - a. Personal miles (6) _____
 - b. Total miles (5) _____
 - c. Divide 15.a by 15.b _____ %
- 16. Gross income of employee (14x15.c) \$ _____