

**PERSONAL USE OF AUTO INFORMATION SHEET  
2020 TAX YEAR**

1. COMPANY NAME: \_\_\_\_\_
2. COMPLETE VEHICLE DESCRIPTION:  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_
3. ODOMETER READING AT DECEMBER 1, 2019  
(Or date of acquisition, if later) \_\_\_\_\_
4. ODOMETER READING AT NOVEMBER 30, 2020 \_\_\_\_\_
5. 2020 AUTO MILEAGE (line 4 minus line 3)
6. NUMBER OF PERSONAL MILES \_\_\_\_\_
7. NUMBER OF BUSINESS MILES \_\_\_\_\_
8. TOTAL OF LINES 6 & 7  
(Should equal line 5) \_\_\_\_\_
9. COMPLETED BY: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:**

**In accordance with current tax laws, you are personally responsible for maintaining adequate records to support the numbers provided above. Percentages computed from this information will be used to calculate the amount of compensation attributable to the personal use of your corporate provided automobile, in accordance with regulations published by the IRS.**

**PLEASE RETURN THIS FORM BEFORE NOVEMBER 30, 2020.  
YOU CAN E-MAIL IT TO DIANE FAULDS AT [diane@fauldstax.com](mailto:diane@fauldstax.com)**

**Thank you!**