

**PERSONAL USE OF AUTO INFORMATION SHEET
2021 TAX YEAR**

1. COMPANY NAME: _____

2. COMPLETE VEHICLE DESCRIPTION:
Make _____ Model _____ Year _____

3. ODOMETER READING AT DECEMBER 1, 2020
(Or date of acquisition, if later) _____

4. ODOMETER READING AT NOVEMBER 30, 2021 _____

5. 2021 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, 2021.
YOU CAN E-MAIL IT TO DIANE FAULDS AT diane@fauldstax.com**

Thank you!