

(PRINT) Last Name, First

TCU ID

Payroll Employer Provided Vehicle Valuation Form

You are responsible for maintaining records to prove your personal use. All completed vehicle valuation documents must be sent to TCU Payroll, Box 298200.

The Internal Revenue Code requires all employers to calculate and withhold taxes on the portion of employer provided vehicles used for personal use. This amount should appear under the earnings column of your paycheck on a monthly basis. If not, please notify Debby Watson by email d.h.watson@tcu.edu immediately.

Previous Year:	Current Year:
1. Make: Model & Year:	1. Make: Model & Year:
2. Date you received car:	2. Date your received car:
3. Percent of PERSONAL USE:	3. Percent of PERSONAL USE:
4. Estimate of personal miles monthly:	4. Estimate of personal miles monthly:
5. Taxable amount: (calculate by payroll)	5. Taxable amount: (calculated by payroll)

A new form must be submitted to Payroll when you change vehicles and/or the amount of personal use (i.e. vacations). You must maintain a record of all personal use. If you use the vehicle only to commute to and from work, please indicate this under item 3.

I understand the above valuations will be used to calculate my *personal tax liability* for the use of the assigned vehicle. I understand it is my responsibility to keep extensive records of my personal use.

Signature

Date

Campus ext

Department

Cell phone

Failure to return completed form will result in the taxation based on 100% personal use.