



BOND

& COMPANY, PLC
certified public accountants

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USE OF COMPANY VEHICLE QUESTIONNAIRE

Description of Vehicle _____

Company Name: _____

Employee Name (Print): _____

Reporting Period from: November 1, 2018 to October 31, 2019

Odometer reading: Beginning _____ Ending _____

Date of Lease (if applicable): _____

Lease term (if applicable): _____

Fair market value of vehicle at inception of lease (if applicable): _____

Employee Representation:

- | | | | |
|----|--|-------|----|
| 1. | Was the vehicle available for your personal use during off-duty hours? | YES | NO |
| 2. | Did you have another vehicle available for your personal use? | YES | NO |
| 3. | Are you an officer or 2% owner of the business? | YES | NO |
| 4. | How many commuting round trips did you make in this vehicle? | _____ | |
| 5. | For the reporting period specified above, please provide the number of miles for each of the following categories: | | |

Total commuting miles _____

Total personal miles _____

Total business miles _____

- | | | | |
|----|---|-----|----|
| 6. | Did the employer pay the cost of fuel consumed by this vehicle? | YES | NO |
|----|---|-----|----|

(Employee Signature)

(Date)