

DETERMINATION OF VALUE OF PERSONAL USE OF STATE VEHICLE

Employee Name _____ Soc. Sec. Number _____

Calendar Year / Quarter _____ Number of Commuting Days _____ x \$3.00 = _____ (total)

Employee Signature _____ Date: _____

Federal regulations require employees to treat the value of employee personal use of state vehicles as a taxable fringe benefit to be included in the employee's income. Federal income tax, state income tax, withholding for retirement, and Social Security taxes where applicable, will be withheld. That is, in determining total income for tax and retirement purposes, etc. the total pay will be the gross salary plus \$3.00 per day when the vehicle is used for commuting.

All employees who are assigned an Individually Assigned Vehicle (IAV) are required to complete this form on a quarterly basis for the quarter immediately preceding. 1st Quarter includes the months of January, February and March. 2nd Quarter includes the months of April, May and June. 3rd Quarter includes the months of July, August and September. 4th Quarter includes the months of October, November and December. This form must be completed and returned within 15 days of the end of each quarter. Completed forms should be sent to the Office of the Chief of Staff, 1035 Outer Park Drive, Springfield, IL 62704.

IEMA COS
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