



EMPLOYEE’S STATEMENT OF AUTO USAGE

Company Name _____

Please be advised that from _____ to _____,
(month/day/year) (month/day/year)
the corporation furnished the automobile described below for my use on corporate business. I am providing the information shown below on my business and personal use of this corporate provided automobile.

(Year) (Make) (Model)

- 1. Total Miles Driven _____
- 2. Business Mileage _____
- 3. Non-Business Mileage _____

The above figures are based on my written records of business use. I understand that I may be required to furnish documentation in the event of an IRS examination.

(Employee Signature) (Date)