

TEXAS STATE UNIVERSITY
Courtesy Car Declaration

NOTE: Personal usage of an employer-provided vehicle results in taxable income to the employee. Such income will be calculated and reported as required by IRS regulations.

Usage for the month of _____, 20____

Employee Name _____ SSN _____

Vehicle Information

Provided by: (dealership name) _____

Model Year _____ Make & Model _____

Valued at \$ _____ VIN # _____ Ending Odometer _____

Complete section below (signature required)

Vehicle Assigned for Business Use		
Business Mileage		
Personal Mileage		
Total Mileage		
Affidavit		
<p>I certify that I have records to substantiate the above reported utilization and that such records will be retained by me for five years from the month of usage and will be made available when needed and upon request of Texas State University. I further certify and understand that reporting incorrect information may result in penalties and interest being assessed against me by the Internal Revenue Service.</p>		
Signature		Date

For Payroll Use Only		
Annual Lease Value x Personal Use % divided by 12 months =		
\$	x	% divided by 12 =

Submit this form to the Athletics Business Office by the 7th of the month. If the 7th falls on a weekend, please submit this form the next business day. The information on this form will be used to calculate the benefit of personal use of employee's courtesy car.