

**EMPLOYER NOTIFICATION OF ELECTIONS CONCERNING THE PERSONAL USE OF
EMPLOYER-PROVIDED AUTOMOBILES
(EMPLOYER STATEMENT)**

MEMO: Employer notification of elections concerning the personal use of employer-provided automobiles

TO: Employees

FROM: Management

Vehicle Description: _____

Management has provided you with the above vehicle and has made the following election relative to such vehicle.

The personal use of an employer-provided vehicle is a “taxable fringe benefit.” Accordingly, management will calculate such value using the method that results in the lowest taxable fringe benefit value to the employee. To assist management in this calculation, you are required to complete the “Vehicle Information Summary” sheet, which is also attached, and maintain adequate records to substantiate such information. If the required information is not provided, management will have to value the benefit using the Fair Market Value Method, which is usually higher. The value of the benefit will be included in your compensation. Although this compensation is subject to Medicare, FICA and federal income tax withholding, management has elected not to withhold for federal income tax purposes. Therefore, you may want to adjust your withholding allowance (Form W-4) for any additional income tax related to this taxable fringe benefit.

Employee Notification:

I have read the above notification and understand its implications.

Employee Signature

Date