

Annual Auto Log

Privacy Notice: State law requires that you be informed that you are entitled to : (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact tax@tamu.edu or (979) 458-0639.

INSTRUCTIONS This form is used by Tax Compliance & Reporting to distinguish between personal and business use of vehicles provided by (or considered to be provided by) the employer. The Internal Revenue Service considers personal use of a vehicle to be taxable income to the employee. The form is used to report information from November 1 to October 31 of each year. Please complete the form and submit using the information listed at the bottom of the form.

The due date for this document is the first Monday in November of each year.

Employee Name		Employee UIN				
Vehicle Year, Make & Model	Dates Vehicle Held		Mileage Information *			Fuel Provided by Employer
	From	To	Personal +	Business =	Total Miles Driven	YES/NO

* **NOTE:** Mileage must be based on written records of business miles driven during dates state above. Commuting is considered personal use.

Employee Signature

Date

TAMU & TAMUG—SUBMIT TO:	Tax Compliance & Reporting	NEED HELP?
	Email: tax@tamu.edu	
	Fax: (979) 458-3131	Email: tax@tamu.edu
	Interoffice Mail: MS 6003	Phone: (979) 458-0639
	U.S. Mail: 750 Agronomy Rd, Suite 3101, College Station, TX 77843-6003	