

**Standby Vehicle Form**

Tax Year:

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Name of Employee:

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Name of Employer:

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Make and Model of Company Vehicle used:

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Total Kilometers driven in year per vehicle log:

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Business Use Kilometers in year per vehicle log:

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Personal Use Kilometers in year per vehicle log:

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Days available in the year:

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Does the employee reimburse you for all (100%) of the operating expenses attributable to personal use no later than 45 days after the end of the year?

Yes          No          (circle one)

Has the employee filed written notice electing to use the alternative method of calculating their operating expense benefit (one-half of standby charge)?

Yes          No          (circle one)

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Signature

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Date