



# Commuting Fringe Benefit Acknowledgement

A county owned or leased vehicle has been assigned to me for use on county business. *I understand that I am not authorized to use this vehicle for personal purposes other than commuting.*

Check one of the following:

\_\_\_\_\_ I understand that as required by IRS regulations, the value of my commuting use of the vehicle, \$1.50 per one way commute, will be added to my gross taxable wages on a biweekly basis. This fringe benefit valuation of \$ \_\_\_\_\_ (\$30 per pay period for employees on a five day work schedule or \$24 per pay period for employees on a four day schedule) will begin on \_\_\_\_\_ and continue until my department head notifies the Human Resources Department in writing that I am no longer assigned a vehicle for commuting purposes.

For leave periods of a week or longer during which the vehicle is not in my custody but has been returned for general use or reassigned, I may suspend the above valuation by so indicating on the Biweekly Exception Report that records the leave taken.

\_\_\_\_\_ I commute in a vehicle that qualifies under IRS regulations as tax-exempt (e.g. qualified specialized utility repair truck for emergency call outs, vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds).

Type of Vehicle: \_\_\_\_\_

Commutes to:  Home  Staging Area \_\_\_\_\_ (identify location)

\_\_\_\_\_  
Employee Name Printed Employee Signature / Date

Justification to Commute: (use back of paper or attach additional pages as needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Director Signature Date

\_\_\_\_\_  
County Administrator Signature Date