Notice to Employees with Employer-Provided Vehicles

IRS regulations require employers to notify all employees using employer-provided vehicles of certain valuation rules. These valuation rules are used by the employer to compute the benefit, if any, attributable to the personal use of an employer-provided vehicle. PLEASE READ THIS NOTICE CAREFULLY AS IT CONTAINS IMPORTANT INFORMATION CONCERNING THE TAX TREATMENT OF YOUR USE OF AN EMPLOYER-PROVIDED VEHICLE.

Please complete this form and return it to Human Resource Services, Attn: Payroll and Compensation or fax to 815.753.6048 by the date indicated below for the period being reported.

NOTE: If more than one vehicle was used during this period, please copy this form for each vehicle used.

Reporting Period (Check One)

☐ November through January (Due: February 15)  ☐ February through April (Due: May 15)

☐ May through July (Due: August 15)  ☐ August through October (Due: November 15)

Mileage Report for Personal Use of Vehicles

The Annual Lease Value Rule is the valuation method applied when determining the taxable benefit for personal use of an employer-provided vehicle.

Name _______________________________  Employee ID (not SSN) ______________________

Dates(s) vehicle assigned or used during current reporting period __________________________

Total mileage driven during period ____________________________  Check here if all mileage was for business purposes.

Personal mileage driven during period (including commuting) ____________________________

Personal miles driven on employer-provided fuel ____________________________

Vehicle Information

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<thead>
<tr>
<th>Year</th>
<th>LS</th>
<th>LT</th>
<th>XLT</th>
<th>LE</th>
<th>SE</th>
<th>XLE</th>
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<thead>
<tr>
<th>Make</th>
<th>SEL</th>
<th>GT</th>
<th>Other: ____________________________</th>
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<tbody>
<tr>
<td></td>
<td>2WD</td>
<td>4WD</td>
<td>Other: ____________________________</td>
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<tr>
<th>Model</th>
<th>2 door</th>
<th>4 door</th>
<th>Other: ____________________________</th>
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I certify that this information is accurate and that adequate personal records or sufficient written evidence is available to justify the mileage indicated.

Signature: _______________________________  Date: _______________________________

Human Resource Services Only

<table>
<thead>
<tr>
<th>No. of days of usage</th>
<th>Personal miles used</th>
<th>Total miles used</th>
<th>Annual lease value</th>
<th>Taxable amnt. of pers. usage</th>
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