

To: Users of Company Vehicles

From:

Date:

Re: Employer Election Not to Withhold Income Tax on the Value of Personal Use of Company Vehicles

The value of the personal use of company vehicle which is a **taxable fringe benefit** to you shall be computed and added to your compensation at the end of each year.

The Company has elected not to withhold any federal or state income taxes from this fringe benefit amount. However, social security (FICA) tax will be withheld from this additional compensation.

Therefore, you may wish to file an amended Form W-4 and/or Form HW-4 to adjust your withholding allowances to cover any additional compensation that will be reported on your Form W-2 at the end of the year.

I have read and fully understand the above statement.

Employee's Signature

Date