

AC3173(11/99)

Agency Code:		Agency Name:	
Employee Name:			SS#
ANNUAL LEASE VALUE METHOD			
Year:	Make:	Model:	Auto Fair Market Value:
_____ - _____ = _____ (Total Miles) (Personal Usage Miles) (Business Miles)			
_____ X _____ = \$ _____ (*Annual Lease Value) (Business Miles) (Total Miles) (Amt. For Business Use)			
*Once the ALV amount is established, use it for the next four years or until the automobile is replaced.			
GASOLINE CALCULATION			
5.5¢ x _____ = \$ _____ (Personal Usage Miles) (Amount of Gasoline)			
OR			
\$ _____ - _____ = \$ _____ (Total Cost Gasoline) (% of Personal Miles) (Amount of Gasoline)			
\$ _____ - \$ _____ + \$ _____ + \$ _____ = \$ _____ (Ann. Lease Value) (Amount for Business Use) (Amount of Gasoline) (Chauffeur Amount) (Taxable Fringe Benefit Amount)			
FIXED RATE METHOD			
\$ _____ x *32.5¢ = _____ + \$ _____ = _____ (No. Miles Commuting or Personal Usage Through 3/31/99) (Personal Use Value) (Chauffeur Amount) (Taxable Fringe Through 3/31/99)			
_____ x *31¢ = \$ _____ + \$ _____ = _____ (No. Miles Commuting or Personal Usage Effective 4/1/99) (Personal Use Value) (Chauffeur Amount) (Taxable Fringe Effective 4/1/99)			
Total Taxable Fringe Benefit Amount			
*If gasoline is not supplied or reimbursed, use 27¢ through 3/31/99 and 25.5¢ effective 4/1/99 and after.			
SPECIAL COMPUTING RULE			
_____ X \$1.50 = \$ _____ (No. Trips Commuting - Each Way) (Taxable Fringe Benefit Amount)			
NOTE TO EMPLOYEE:		COMPLETE AND SIGN THIS FORM AND RETURN IT TO YOUR PERSONNEL OFFICE.	
Employee Signature			Date