

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS**CONTROL EMPLOYEE CERTIFICATION
OF
COMMUTING FRINGE BENEFITS FORM**

TO: Payroll Services
Sasscer Administration Building-Room 132

FROM: _____
(Name) (Work Location)

(EIN) (Classification Title)

(Motor Pool ID Number) (Date Acquired)

NOTE: If the Fair Market Value (FMV) of the Vehicle is greater than \$15,000 for a car or \$15,200 (Treas. Reg. § 1.61-21(e)) for a truck or van, than use the Lease Valuation Method. Also, a separate form must be submitted for each vehicle used during the calendar year.

- A. Vehicle Use Dates _____ (Begin) / _____ (End).
 B. Your total annual mileage: _____ miles for dates above.
 C. Round trip mileage between home and work: _____ miles.
 D. Number of days in calendar year 20____ that vehicle was used in commuting to and from work: _____ days.
 E. Total Personal Commuting mileage: (C-miles X D-Days) _____
 F. Locate rate per mile in annual mileage Bulletin.

Cents-Per-Mile Rule: *(reported monthly)*

Total Amount of Reportable Gross Income (E times F): \$ _____.

Lease Valuation Rule: *(reported annually by October 31)*

- G. Fair Market Value of Vehicle: \$ _____.
 H. Annual Lease Value per IRS (see IRS Annual Lease Value Table): \$ _____.
 I. Pre-approved Commuting Usage (E Divide B): _____
 J. Value Commuting Usage (H Times I) \$ _____.
 K. Fuel Usage X 5.5 cents per mile (E Times .055 cents) \$ _____.
 (IRS value for fuel is 5.5 cents per mile)

Total Amount of Reportable Gross Income (J Plus K): \$ _____.

Certification

I understand that the value of my commuting use of Prince George's County Public School owned vehicles will be included in taxable wages on my Wage and Tax Statement W-2 form for federal and state income tax purposes.

I also understand that if I have not exceeded the maximum annual FICA deductions, the valuation amount will be included in FICA wages on my W-2 form and FICA and Medicare taxes on this amount will be withheld from my December check.

The determination of value for income tax purposes will be made by applying the Cents-Per-Mile Rule or the Lease Valuation Rule, which ever is applicable for every day I commute to and from work in a vehicle provided by Prince George's County Public Schools.

I herby certify that the information submitted on this certification is true, correct, and complete to the best of my knowledge and in performance with my position.

Employee's Signature

Date

NOTE: Send this completed form to Payroll Services – room 132.