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November 16, 2021

Re: AUTO DATA FOR W-2 INCLUSION

Dear Client:

Please provide us with the following calendar year information for all business-owned or leased automobiles. This information is needed as soon as possible so that we may compute the auto inclusion amount for your 2021 W-2. If your payroll is prepared by an outside service (i.e. ADP, Paychex, etc.), please return this to our office by December 10, 2021. This will allow us time to calculate the auto inclusion so you may inform your payroll service timely.

Client Name _____

Employee who used the automobile _____

Year, make, and model _____

Lease or purchase? _____

Fair market value at date
of purchase/lease _____

Dates vehicle was in use _____

Total business miles driven _____

Total commute miles driven _____

Other personal miles driven _____

Total miles driven _____

Odometer at January 1, 2021 _____

Odometer at December 31, 2021 _____

MHTB Accountancy Group
of Silicon Valley