

AUTOMOBILE COMMUTING USE REPORT FORM
(See Privacy Act Statement, Page 2)
CONTROL EMPLOYEE

EMPLOYEE	REPORTING PERIOD
OPERATING ADMINISTRATION	SOCIAL SECURITY NUMBER

(a) Total Mileage (Reporting Period) _____

(b) Commuting Distance per round trip in miles _____

(c) Estimated commuting time per round trip in minutes _____

(d) Total round trips vehicle was used for commuting _____

Was a Chauffeur/Driver used for commuting? Yes No

CALCULATION OF VALUE OF FRINGE BENEFIT

Standard DHS Rates: Chauffeur/Driver (\$9.13/hr.) Fuel (\$0.55/mile)
 Vehicle annual lease value: \$3,350 applies to G-C, G-CCS, CGD7(d), and CGD8(d); \$2,100 applies to CGD14(d)

Step 1. Calculate the percentage of commuting use.

$$\left(\frac{\text{_____}}{(b)} \times \frac{\text{_____}}{(d)} \right) / \frac{\text{_____}}{(a)} = \frac{\text{_____}}{\% \text{ of Commuting Use}}$$

Step 2. Calculate the vehicle cost allocation.

$$\frac{\text{_____}}{\% \text{ of Commuting Use}} \times \frac{\text{_____}}{\text{Vehicle Annual Lease Value}} = \frac{\text{_____}}{\text{Vehicle Cost Allocation}}$$

Step 3. Calculate the Chauffeur/Driver Cost Allocation.

$$\frac{\text{_____}}{(c)} \times \frac{\text{_____}}{(d)} / \frac{\text{_____}}{\text{Number of Hours}} = \frac{\text{_____}}{\text{Number of Hours}}$$

$$\frac{\text{_____}}{\text{Number of Hours}} \times \frac{\text{_____}}{\text{Number of Hours}} = \frac{\text{_____}}{\text{Chauffeur/Driver Cost Allocation}}$$

Step 4. Calculate the Fuel Cost Allocation.

$$\frac{\text{_____}}{(b)} \times \frac{\text{_____}}{(d)} = \frac{\text{_____}}{\text{Number of Commuting Miles}} \times \frac{\text{_____}}{\text{Fuel Cost Allocation}}$$

Step 5. Calculate the Fringe Benefit Amount.

$$\frac{\text{_____}}{\text{Vehicle Cost Allocation (Step 2)}} + \frac{\text{_____}}{\text{Chauffeur/Driver Cost Allocation (Step 3)}} + \frac{\text{_____}}{\text{Fuel Cost Allocation (Step 4)}} = \frac{\text{_____}}{\text{Fringe Benefit Amount}}$$

SIGNATURE OF PREPARER	DATE	NAME & TITLE OF PREPARER
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**RETAIN A COPY FOR YOUR OFFICIAL RECORDS
FOR THREE YEARS FROM THE DATE OF SUBMISSION**

**PRIVACY ACT STATEMENT
AUTOMOBILE COMMUTING USE REPORTING FORM**

1. THE AUTHORITY (STATUTE OR EXECUTIVE ORDER) WHICH AUTHORIZED THE SOLICITATION: Title 26 United States Code, Sections 61 and 132.

2. THE PRINCIPAL PURPOSES FOR WHICH INFORMATION IS TO BE USED: The information is added to the employee's gross income and then provided to the Internal Revenue Service for tax purposes.

3. THE ROUTINE USE AS PUBLISHED IN THE FEDERAL REGISTER FOR THE SYSTEM OF RECORDS OF WHICH THIS RECORD IS A PART: The system of records for civilians is DHS/CG 529; the routine use is to report federal withholding tax to the Internal Revenue Service. The system of records for military personnel is DHS/CG 525; the routine use is for W-2 and federal tax reporting to the Internal Revenue Service.

4. WHETHER DISCLOSURE OF SUCH INFORMATION IS MANDATORY AND THE EFFECT ON THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: Disclosure is mandatory. Title 26 United States Code, Section 7203 states that any person required under this title who willfully fails to supply such information at the time required by law, shall, in addition to other penalties provided by law, be guilty of a misdemeanor, and upon conviction, shall be fined not more than \$25,000 or imprisoned not more than 1 year, or both, together with the costs of prosecution.