



# SAM HOUSTON STATE UNIVERSITY

## Annual Auto Report

**INSTRUCTIONS** This form is used by the Payroll Office to distinguish between personal and business use of vehicle provided by (or considered to be provided by) employer. The Internal Revenue Service considers personal use of a vehicle to be taxable income to the employee. **The form is used to report information from January 1 to November 30 of each year. (December will be based on an average of the months reported.) The due date for this document is the first Monday in December of each year.** Please complete the form and submit using the information listed at the bottom of the form.

<b>Employee Name:</b>			<b>Employee Sam ID:</b>				
#	Vehicle Year, Make, & Model	Dates Vehicle Held		Mileage Information *			Fuel Provided by
		From	To	Personal +	Business =	Total Miles Driven	Employer Yes/No
1							
2							
3							
4							
5							
6							

\*NOTE: Mileage must be based on written records of business miles driven during dates stated above. Commuting is considered personal use.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact [payroll\\_office@shsu.edu](mailto:payroll_office@shsu.edu) or (936) 294-1273.

**SUBMIT TO:**

SHSU Payroll Office  
College of Humanities & Social Sciences Building, Suite 420  
Box 2095  
[payroll\\_office@shsu.edu](mailto:payroll_office@shsu.edu)  
Fax (936) 294-1099