



Annual Auto Report

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@tamug.edu or (979) 845-2711. For assistance with Galveston employees, please contact payroll@tamug.edu or (409) 740-4837.

INSTRUCTIONS This form is used by Payroll Services 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 November 1, 2008 to October 31, 2009.** The annual due date is November 5th. Please send to Karen McDade at mailstop 1261 or fax to 979-845-4134. For Galveston employees, submit to Nancy Cook at the information below.

Employee Name			Employee Social Security Number				
#	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 _____

TAMU—SUBMIT TO:

Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamug.edu
Fax (979) 845-4134

TAMUG —SUBMIT TO:

Payroll Services
Sea Aggie Center, Bldg 3026
Suite 800, Room 807
payroll@tamug.edu
Fax (409) 740-4573

NEED HELP?

College Station--payroll@tamug.edu
(979) 458-0639

Galveston - payroll@tamug.edu
(409) 740-4837