



Pursuant to AoA Bulletin 2.3, the form pictured below must be completed and submitted ANNUALLY or within 30 days of the day the vehicle was made available, to VTNR by the due date, in accordance with Section G. of Bulletin 2.3 Appendix A.

Please use the **electronic version** of the form located on the Agency of Administration's website.

Agency of Administration - VTNR Operations Division



**PERSONAL USE OF STATE VEHICLES**

→ Departments Must Provide this form annually by January 31st of the calendar year noted below or within 30 days of the day the vehicle was made available.

<b>A. Department Name</b>			
<b>B. Department Contact Person</b>			
<b>C. Report Period:</b>	<b>November 1,</b>		<b>to October 31,</b>

Enter Start Year- YYYY

**Employee Acknowledgement of Responsibilities & Receipt of Forms**

<b>D. Employee Name</b>	
<b>E. Employee ID #</b>	

		<b>✓ if Received</b>
	I hereby acknowledge:	
→	I have received both Bulletin 2.3 & Appendix A	
→	I have been informed by my Department that personal use (including commuting) of the State owned vehicle provided must be reported as a taxable fringe benefit	
→	I have been informed by my Department that FICA taxes will be withheld from my pay during one of the last two pay periods of the calendar year.	
→	I have been provided with my Department's internal reporting procedures	
→	I understand that the State of Vermont will not withhold Federal or State income tax from the reported fringe amount	
→	I understand that the taxable fringe will be reported on my W-2	

<b>F. Employee Certification</b>		
By signing below, I certify, to the best of my knowledge, I have received, read and understand my responsibilities as outlined in Bulletin 2.3.		
<i>sign here</i>		<b>Date</b>