



2016 Year End Business Organizer

Form(s) Personal Use of Auto

for

Company Name:

(Note: Complete one packet for EACH company.)

NOTE: McRuer CPAs will NOT process forms until we have received this information. If, for any reason, we are unable to complete any payroll documents due to lack of timely information, we will not issue any reports nor assume any liability for penalties associated with a failure to file.

Company Name:

PERSONAL USE OF COMPANY OWNED VEHICLE

If you or an employee uses a Company vehicle for **less than 100%** business use, you **must** allocate the use between personal and business. You **must** include the personal use portion on Form W-2.

Please answer the following to determine whether adjustments are required.

1. Does your business own a vehicle?
Yes – go to step #2
No – adjustment NOT required, skip to next topic
2. Is the business vehicle driven **less than 100%** for business use?
Yes – go to step #3
No - adjustment NOT required, skip to next topic
3. Complete the information on the form. (Click on following link or see page #4.)
PERSONAL USE OF COMPANY OWNED VEHICLE

8. If **McRuer**_{CPAs} is preparing 2016 Form(s) W-2:
Click here, **MySafe**_{Exchange} or refer to page #4 and follow the login instructions, to submit your information through your secure online account.

McRuer_{CPAs} will perform the necessary calculations and provide information to include with your next payroll processing. This fringe benefit is subject to Social Security and Medicare tax withholding requirements therefore affecting your payroll tax deposit amount.

4. If another payroll solution is utilized but you would like additional guidance on how to ensure accurate reporting, please **contact Joe Globoke or Michael Froeschl** at joe@kccpa.com or michael@kccpa.com or call 816.741.7882.

Note: McRuer CPAs can provide the calculations to submit to your payroll provider as most payroll services will not calculate this adjustment.

MySafe_{Exchange} Login / Upload Instructions

How to **LOGIN** to your secure MySafe_{Exchange} account

1. Visit www.kccpa.com and click on the MySafe_{Exchange} icon located on our Home page
2. Click on user name – sent in previous email
3. Password – sent in previous email

What if I can't **LOGIN** to my secure MySafe_{Exchange} account?

1. Under the Login box
2. Click “Can’t access your account?”
3. Enter your Login – sent in previous email
4. Enter your email address that would have been associated with your MySafe_{Exchange} account 5. Choose one of the following:
 - a. Reset via email
 - b. Reset via security questions (only if previously established)
6. For further assistance, contact Jeannie Salmon at jeannie@kccpa.com or call 816.741.7882.

How to **VIEW** documents in your secure MySafe_{Exchange} account

1. Login to your MySafe_{Exchange} account.
2. Find the “Documents” heading on the left navigation pane
3. Click on the name of the individual or business to view documents
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder(s) until you find the PDF document to view

How to **UPLOAD** documents to your secure MySafe_{Exchange} account

1. Login to your MySafe_{Exchange} account.
2. Find the “Documents” heading on the left navigation pane
3. Click on the “File Exchange” under the Documents heading
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder
6. Click the “Upload” icon in the top toolbar
7. Click “Add files”
8. Browse your computer to attach the appropriate files
9. Repeat the “Add files” steps as many times as necessary to attach all files
10. To remove file click the red circle to the right of file
11. Click “Start upload” when all files are attached