Return to McRuer CPAs by:
**December 22, 2017**

# 2017 Year End Business Organizer

# Form(s) Personal Use of Vehicle

***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.**

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**Company Name:**

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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 2017 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.*

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# PERSONAL USE OF COMPANY VEHICLE

(Do **NOT** use for **PERSONALLY** owned vehicles)

## Company Name:

Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

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Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
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Total Miles Driven in 2017
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Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

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McRuer CPAs

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# MySafe Exchange Login /Upload Instructions

### How to LOGIN to your secure MySafe account

1. Visit [www.kccpa.com](http://www.kccpa.com) and click on the MySafe 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 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 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 Ariell Braem at ariell@kccpa.com or Jeannie Salmon at jeannie@kccpa.com or call 816.741.7882.

### How to VIEW documents in your secure MySafe account

1. Login to your MySafe 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 account

1. Login to your MySafe 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