

CITY OF LUMBERTON**MUNICIPAL VEHICLE REPORTING FORM**

Date of This Report _____	Quarter Ending _____	Department _____
Employee Name _____		Title _____

VEHICLE# _____ DESCRIPTION: _____

A.

QUARTER	ENDING	MONTH	#DAYS USED	TOTAL
1	MARCH 31	JANUARY FEBRUARY MARCH	_____ _____ _____	_____
2	JUNE 30	APRIL MAY JUNE	_____ _____ _____	_____
3	SEPTEMBER 30	JULY AUGUST SEPTEMBER	_____ _____ _____	_____
4	DECEMBER 31	OCTOBER NOVEMBER DECEMBER	_____ _____ _____	_____

B.

Calculate the non-cash taxable fringe benefit:

Total days used during quarter x \$3.00 per day = total non-cash fringe benefit

_____ days X \$3.00 = \$ _____

The cumulative total non-cash taxable fringe benefit will be shown on your W-2 Form.

Employee _____

Department Head _____

NOTE: THIS FORM MUST BE COMPLETED AND TURNED IN TO HUMAN RESOURCES DEPARTMENT NO LATER THAN FIVE (5) WORKING DAYS FOLLOWING THE LAST DAY OF THE QUARTER.