

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.
