

SECTION 5.09 – PERSONAL USE OF DISTRICT VEHICLE

Contact: Payroll @ Extension 4160

A. Overview

Personal use for commuting under Section 274 of the Internal Revenue Service Code requires school districts that allow personal use of district vehicles to maintain [logs](#).

- This [log](#) is for payroll tax adjustment purposes.
- Adjustments are made for each night the district vehicle is taken home.
- A flat rate of \$3.00 per day is used, which is taxable for FIT, FICA and Medicare.
- This rate represents the estimated value of the district providing a vehicle for commuting to work.
- This [log](#) is to be prepared each month and submitted to payroll by the 10th day of the following month.

B. References

IRS Code Section 274, Regulation 1.61-21(f)
BNA, Tax Management Portfolio 519