



SAM HOUSTON STATE UNIVERSITY

Annual Auto Report

INSTRUCTIONS This form is used by the Payroll Office to distinguish between personal and business use of vehicle provided by (or considered to be provided by) employer. The Internal Revenue Service considers personal use of a vehicle to be taxable income to the employee. The form is used to report information from January 1 to November 30 of each year. (December will be based on an average of the months reported.) The due date for this document is the first Monday in December of each year. Please complete the form and submit using the information listed at the bottom of the form.