



Qualified Non-Personal Use Vehicle Policy Limiting Personal Use

A Village of Romeoville vehicle has been provided to you for use in Village business. The vehicle is considered a Qualified Non-Personal Use Vehicle and is a clearly marked public safety officer vehicle.

The Village is making this vehicle available to you for commuting to allow you to remain available for business duties during times not scheduled to work. Therefore, the Village requires you to commute to and from work in this vehicle.

The Village requires you to use this vehicle when on call within the M.A.B.A.S. District 10, 15, 16, and 19 areas as well as IEMA regions 3 and 4 to respond to an emergency during times not scheduled to work. Use of vehicle when on call within the aforementioned M.A.B.A.S. District areas and IEMA regions is considered business use.

Any personal use (other than commuting or *de minimis*) outside of the aforementioned M.A.B.A.S. District areas and IEMA regions is prohibited and is subject to applicable income and payroll taxes.

This policy statement applies to the following employee and assigned vehicle:

Year	Make and Model	Vehicle Serial Number	Employee	Employee Number
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Your signature below confirms the understanding of the above policy. If there is a change in the vehicle listed above or personal use of the vehicle (other than commuting or *de minimis*) outside of the aforementioned areas please inform Steve Murray, Assistant Finance Director.

Employee Signature

Date



Personal Use Vehicle – Required Taxable Fringe Benefit Policy Prohibiting All Personal Use Except Commuting

A Village of Romeoville vehicle has been provided to you for use in village business. Except for commuting to and from work, the vehicle shall be used only in connection with village business. The vehicle is not to be used for any other personal purposes other than for *de minimis* personal use such as stopping for lunch or occasionally running personal errands between business appointments.

The village is making this vehicle available to you for commuting to allow you to remain available for business duties during times not scheduled to work. Therefore, the village requires you to commute to and from work in this vehicle.

Commuting is a personal use that must be valued and treated as a taxable fringe benefit for federal income and employment tax purposes. The village has elected to value the commuting use of your vehicle using the vehicle commuting valuation method. For withholding and reporting purposes, \$3 will be charged to you as personal use income for each day you use the vehicle for commuting to and from work for the period January 3, 2022 to December 18, 2022.

This policy statement applies to the following employee and assigned vehicle:

Year	Make and Model	Vehicle Serial Number	Employee	Employee Number
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Your signature below confirms the understanding of the above policy and required submission of commuter days through your biweekly timesheet. If there is a change in the vehicle listed above or personal use of the vehicle other than commuting please inform Steve Murray, Assistant Finance Director.

Employee Signature

Date

1-11-22