

P.O. Box 5227 Mississippi State, MS 39762 Mail Stop: 9602 P: 662-325-1751 F: 662-325-8394

Election of Courtesy Automobile Usage to be Included in Gross Income For the Calendar Year 2017

	SEMI-ANNU of the annual lofor my use will	ALY during calendar year 201 ease value of any courtesy auto be added to my Form W-2 are will be withheld from my page	17. I understand that 100% omobiles that are available and social security and
	SEMI-ANNU. business usage understand the my use will be taxes will be w understand tha	mplete a "Summary of Busines" ALLY during calendar year 20 of any courtesy automobile from personal usage of any courtes added to my Form W-2 and swithheld from my pay as appropriation it is my responsibility as the maintain and retain adequate courposes.	017 in order to exclude rom my gross income. I sy automobiles available for ocial security and Medicare priate. Further, I recipient of the courtesy
Please not	e the following:		
•		o include "personal usage only his form to the Office of Cont	•
•	tax relating to the us IRS Form W-4, "En	niversity has elected not to with se of courtesy automobiles. Y mployee's Withholding Allow tax withholding is adequate.	You may wish to adjust your
<u>(N</u>	Jame)	(Signature)	(Date)