

## SMU Tax Policies

**Subject:** Employee Benefit - University-Provided Vehicles  
**Effective Date:** 08/22/07  
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**Tax Policy:** 2.1

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This policy covers University-provided vehicles, including owned, leased, and courtesy cars.

Personal use of University vehicles is a taxable fringe benefit and an appropriate amount will be reported in the gross income of each employee receiving this benefit. However, the value of service vehicles assigned to specific SMU employees on 24-hour call is excluded from income tax reporting.

Employees in possession of University vehicles will be classified in one of two categories:

### **University-provided Staff Vehicles:**

The University provides vehicles to individuals as required in their employment contracts. These vehicles can be University-owned or leased, or courtesy cars provided by dealerships. The University pays for insurance, license fees, repair and maintenance, as well as the cost of gasoline (paid by University gasoline credit card). (See [University Policy 3.8 Use of University Provided and Personal Vehicles](#)) All personal use of University-provided vehicles will be reported as taxable income to the employee in accordance with procedures outlined below.

The University will include as part of compensation the value of the use of the vehicle consistent with IRS requirements. They can, however, receive reimbursement for parking and tolls incurred in the course of University business. (See [University Policy 3.8 Use of University Provided and Personal Vehicles](#))

The University has adopted an IRS special accounting period for purposes of calculating any amount that will be reported as taxable income for personal use of University property. All reporting will be based on a twelve-month period, which begins November 1 and ends October 31. Income for this period will be reported as a taxable fringe benefit on the employee's December paycheck in the year in which the reporting period ends. For example, any benefit computed for the year November 1, 2016 through October 31, 2017 will be reported and taxed in December 2017.

Income will be calculated based on the fair market value of the vehicle(s) times the percentage of personal use. Refer to [IRS Publication 15-B](#), Lease Value Rule.

The Tax Compliance Department will provide the *Automobile Tax Reporting Form* for employees to complete, sign, and return—providing the following information:

1. Assigned vehicle information form
2. Business vs. Personal usage percentage

If an employee does not complete and forward to the tax department the *Automobile Tax Reporting Form* by the deadline established by the Tax department, the entire lease value will be considered personal use and 100% of the value will be reported on the employee's December pay as taxable income.

### **University-provided Utility Vehicles:**

Special purpose vehicles are provided to specific departments, such as Public Safety, Physical Plant, Apartment Operations and the Athletic Department. All costs associated with these vehicles are the budgetary responsibility of the departments using the vehicles, including, but not limited to all vehicle insurance deductibles due to collision damage(s) from accidents where the SMU driver is at fault. (See [University Policy 3.8 Use of University Provided and Personal Vehicles](#))

University utility vehicles, unless assigned to a specific employee, are assigned for business activities. Any personal use should be de minimus personal use and completion of the *Automobile Tax Reporting Form* is not required.