

**Certificate of Personal Use Mileage
(November 1- October 31) Instructions
Page for Fillable PDF Form**

Box	Instuctions
Year	Enter model year of vehicle
Vehicle Make	Enter make of vehicle e.g. Ford, Chevrolet
Vehicle Model	Enter model of vehicle e.g. Taurus, Equinox
License Tag #	Enter the vehicle's license plate number
Personal Use Approval	Enter the date the vehicle was approved for personal use
Usage:	
Beginning Date	Enter the date within the period Nov 1 - Oct 31 personal use began
Ending Date	Unless the vehicle is no longer in your possession, always enter the Oct. 31
Odometer Reading & Date	Enter the odometer reading closest to the end of the period
Total Mileage	Enter total mileage for the above period
Total Personal Mileage	Enter total Personal mileage for the above period
VIN	Enter the vehicle identification number of the vehicle
University gasoline provided	Enter Y if using gasoline provided by the university

Questions: Direct to tax@osu.edu



CERTIFICATE OF PERSONAL USE MILEAGE

PERIOD: NOVEMBER 1 to OCTOBER 31

Name Employee ID #

Vehicle #1:	_____ Year	_____ Vehicle Make	_____ Vehicle Model	_____ License Tag #
Personal Use Approval:	_____ Date Vehicle Approved			
Usage:	_____ Beginning Date	_____ Ending Date	_____ Odometer Reading / Date	
	_____ Total Mileage	_____ Total Personal Mileage	_____ VIN	

Vehicle #2:	_____ Year	_____ Vehicle Make	_____ Vehicle Model	_____ License Tag #
Personal Use Approval:	_____ Date Vehicle Approved			
Usage:	_____ Beginning Date	_____ Ending Date	_____ Odometer Reading / Date	
	_____ Total Mileage	_____ Total Personal Mileage	_____ VIN	

University gasoline provided: _____
Y or N

Email Address: _____

Telephone #: _____

Department: _____

I hereby certify that the above information is a true and accurate statement of the usage of the above described Ohio State University vehicle (s) during the period of time indicated. I further certify that appropriate records have been maintained to support the information provided and in the event of an audit, I will provide on request.

Signature Date

Return completed form to tax@osu.edu or
mail to The Ohio State University, Payroll Tax 2650 Kenny Road, Columbus, OH 43210