

## Employee Acknowledgement Reporting Use of State Vehicles for Commuting

The Federal Internal Revenue Service (IRS) and the State Franchise Tax Board (FTB) have issued regulations which require reporting the use of a State of California (State) vehicle for commuting to and from home to headquarters for State employees. It is the manager/supervisor's responsibility to ensure that all employees who use State vehicles for this purpose are aware of, and understand, the Air Resources Board's (ARB) [Reporting Use of State Vehicles for Commuting Policy](#).

### Instructions (Employee):

- (1) Review the ARB policy, [Use of State Vehicles for Commuting Tax Withholding and Reporting Requirements](#) requiring reporting use of State vehicles for commuting.
- (2) Complete the Employee Acknowledgement form by signing and dating below. Return the completed form to your supervisor. The signed form will be maintained by the [ARB Fleet Coordinator](#).

### Instructions (Supervisor):

- (1) Provide one copy of the completed Employee Acknowledgement form, along with a copy of ARB's policy, [Use of State Vehicles for Commuting Tax Withholding and Reporting Requirements](#), detailing requirements and procedures for reporting use of State vehicles for commuting, to the employee for his/her records and reference.
- (2) Forward the signed Employee Acknowledgement form to [ARB's Fleet Coordinator](#).

I acknowledge receiving a copy of the ARB policy, [Use of State Vehicles for Commuting Tax Withholding and Reporting Requirements](#), requiring reporting use of State vehicles for commuting and have had the opportunity to read and discuss the policy with my supervisor.

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*Employee Name (please print)*

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*Employee Signature*

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*Date*

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*Manager/Supervisor Name (please print)*

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*Manager/Supervisor Signature*

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*Date*

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*Division Chief (please print)*

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*Division Signature*

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*Date*