



Department of Executive Services
FLEET SERVICES DIVISION

OCCASIONAL TAKE-HOME VEHICLE REQUEST AND PAYROLL FORM

For use when the overnight trip frequency is less than 12 times per quarter on average. Take-Home Vehicle requests must be approved in advance. **Please make sure to return a copy of this completed form to motorpool.dispatch@kingcounty.gov**

EMPLOYEE NAME	VEHICLE NUMBER	VEHICLE TYPE (e.g. passenger car)
EMPLOYEE ID	REASON FOR REQUEST	
USE IS REQUESTED FROM: Click or tap to enter a date. TO Click or tap to enter a date.		
NUMBER OF ROUND TRIPS BETWEEN HOME AND WORKSITE:		
<i>An employee's taxable income will be increased by \$3.00 for each roundtrip the vehicle is used to commute unless the Take Home vehicle use meets at least one of the qualifying exemptions in IRS Publication 15-B.</i>		
EMPLOYEE SIGNATURE		
NAME (PRINT)	SIGNATURE	Click or tap to enter a date. DATE
SUPERVISOR APPROVAL		
NAME (PRINT)	SIGNATURE	Click or tap to enter a date. DATE
DEPARTMENT DIRECTOR (OR DESIGNEE) APPROVAL		
NAME (PRINT)	SIGNATURE	Click or tap to enter a date. DATE

Submit this form to your payroll administrator biweekly for each pay period with occasional overnight vehicle use

References:

[King County Code, Title 3 Personnel, 3.30 Use of County Vehicles to Commute](#)

[Take-Home Vehicle Policy for County-Owned Vehicles FES-12-2-3](#)

[IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits](#)