

**Fleet Services Division**

**OCCASIONAL OVERNIGHT VEHICLE REQUEST AND PAYROLL FORM**

*For use when the overnight trip frequency is less than 12 times per quarter on average. Overnight vehicle requests must be approved in advance.*

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| **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:** *An employee’s taxable income will be increased by $3.00 for each roundtrip the vehicle is used to commute unless the overnight vehicle use meets at least one of the qualifying exemptions in* [*IRS Publication 15-B*](https://www.irs.gov/forms-pubs/about-publication-15-b)*.* |
| **EMPLOYEE SIGNATURE**Click or tap to enter a date.NAME (PRINT) SIGNATURE DATE |
| **SUPERVISOR APPROVAL**Click or tap to enter a date.NAME (PRINT) SIGNATURE DATE |
| **DEPARTMENT DIRECTOR (OR DESIGNEE) APPROVAL**Click or tap to enter a date.NAME (PRINT) SIGNATURE 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](https://kingcounty.gov/council/legislation/kc_code/06_Title_3.aspx)

[Take-Home Vehicle Policy for County-Owned Vehicles FES-12-2-3](https://www.kingcounty.gov/~/media/operations/policies/documents/FES-12-2-3-EP-wAttach.ashx?la=en)

[IRS Publication 15-B, Employer’s Tax Guide to Fringe Benefits](https://www.irs.gov/forms-pubs/about-publication-15-b)