HIDALGO COUNTY, TEXAS
AUTO COMMUTING FORM

(FOR USE BY EMPLOYEES COMMUTING TO AND/OR FROM WORK ON A COUNTY OWNED VEHICLE)

DATE COMMUTING STARTED WITH COUNTY OWNED VEHICLE: _____

EMPLOYEE NAME: _____ EMPLOYEE TITLE: _____

EMPLOYEE NUMBER: _____ DEPARTMENT NO.: _____

SOCIAL SECURITY #: _____ VEHICLE LICENSE #: _____

DEPARTMENT NAME: _____ VEHICLE MODEL/YEAR: _____

In connection with my use of the above county owned vehicle, to commute to and /or from work, I acknowledge the following statements:

1. I have received a written copy of the policy (approved by the Hidalgo County Commissioner's Court) prohibiting county employees from using county owned vehicles for personal use, except for commuting purposes.

2. The vehicle is owned by Hidalgo County, Texas.

3. Hidalgo County requires me to commute to and /or from work on the above county owned vehicle.

4. I do not use the above county owned vehicle for any personal use other than commuting.

5. The vehicle is used entirely for Hidalgo County business with only deminimus personal use, e.g., stopping for lunch between business calls; a stop for a personal errand on the way between a business delivery and my home.

6. I understand that for the year 1990 and thereafter the Hidalgo County Commissioner's Court has elected to use the Internal Revenue Service Commuting Valuation Rule. Under this rule a flat $1.50 each way ($3.00 per round-trip commute) will be added and included in my gross wages, on the 15th of the following months pay period. I also understand that the social security and income taxes will be withheld on said pay periods on the above stated amount.

7. I also understand that because items 1 through 6 above are true and correct, there are no Internal Revenue Service substantiation requirements that apply to my use of the vehicle.

8. As stated in the written commuting policy (item number 1. Above), I understand the effect of a failure to comply with such policy requirements.

9. The following Hidalgo County Employees commute with me (if not applicable, write n/a) : _____

_____

_____ _____ _____ _____
EMPLOYEE SIGNATURE DATE APPROVED BY DEPARTMENT HEAD DATE

STATE OF TEXAS

COUNTY OF HIDALGO

Before me _____, a Notary Public in and for Hidalgo County, Texas appeared _____ and on h____ oath deposed and stated the foregoing facts as set forth in the above Employee Commuting Form are true and correct in every respect.

_____
NOTARY PUBLIC IN AND FOR HIDALGO COUNTY, TEXAS

_____ _____ _____ _____
APPROVED BY COUNTY JUDGE DATE APPROVED BY COUNTY TREASURER DATE