

# Personal Use/Take Home Privilege Reporting Form

Human Resource Service Centre, Public Service Commission

Last revised: December 2020

Last reviewed: December 2020

Next review: December 2021

The form below is for submitting personal use and take home privilege information for assigned government vehicles. Each vehicle assigned to you will require a form.

A signed original of this form must be retained by the Ministry. Please send copies of completed forms by email to PSC Payroll Operation at [PayrollOperations@gov.sk.ca](mailto:PayrollOperations@gov.sk.ca).

Driver Information		
Ministry Name	Employee Name (Surname, First Name)	Employee Number
Car Information		
Vehicle CVA Number	Year, Make and Model	
Vehicle Classification:		
Identify your vehicle category and fill in the corresponding section.		
<input type="checkbox"/> <b>Truck</b> (Pick up or extended cab): Section A	<input type="checkbox"/> <b>Automobile</b> (Passenger car or station wagon): Section B	
<b>Sport utility vehicle or van</b> <i>Is your assigned vehicle used at least 90% of the time for hauling goods, equipment, or passengers for Government business?</i>		
<input type="checkbox"/> <b>Yes</b> —Complete Section A. Your vehicle is considered a truck to calculate the taxable benefit.	<input type="checkbox"/> <b>No</b> —Complete Section B. Your vehicle is considered to be an automobile.	
Section A: Truck (or if applicable to sport utility vehicle or van)		
<b>Take Home Privilege</b> If you have Take Home Privilege <u>only</u> for the truck, complete the km driven between your home and headquarters for the calendar year. That is the only value required to determine the taxable benefit.		
Eligible for the reduced rate (operating cost benefit rate)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Take Home Privilege km driven	
<b>Personal Use Agreement</b> If you have a Personal Use Agreement for the truck, please complete the following values for the calendar year. These values are required to determine the taxable benefit.		
<b>Kilometres</b>	<b>Reimbursement</b>	
Personal Use Km Driven	Total of monthly payments made Formula: (# of months X \$50 per month) <b>plus GST</b>	
Total km driven for personal use and business combined	Total per km reimbursements paid Formula: (personal kms driven X CRA rate) <b>plus GST</b>	
Section B: Automobile		
<b>All information is required to determine the taxable benefit for an automobile with a Personal Use Agreement or Take Home Privilege.</b>		
<b>Vehicle Usage Dates</b>		
Assigned vehicle start date (MM/DD/YYYY)	Assigned vehicle end date (MM/DD/YYYY)	
<b>Kilometres Driven for Personal Use or Take Home Privilege</b>	<b>Reimbursement (Complete only for Personal Use Agreements)</b>	
Personal Use/Take Home Privilege km Driven	Total of monthly payments made Formula: (# of months X \$50 per month) <b>plus GST</b>	
Total km driven for personal use and business combined	Total per KM reimbursements paid Formula: (personal kms driven X CRA rate) <b>plus GST</b>	
Authorization		
<b>I hereby certify the following:</b> The information provided above accurately states the personal use or take home privilege of the vehicle, and may result in a taxable benefit being reported on the employee's T4.		
Signature of Employee	Date	
Signature of Supervisor or Ministry Vehicle Coordinator	Date	