

Personal Use/Take Home Privilege Reporting Form

Human Resource Service Centre, Public Service Commission

Last revised: December 2020

Last reviewed: December 2022

Next review: December 2023

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.

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"/> Truck (Pick up or extended cab): Section A	<input type="checkbox"/> Automobile (Passenger car or station wagon): Section B
Sport utility vehicle or van	
Is your assigned vehicle used at least 90% of the time for hauling goods, equipment, or passengers for Government business?	
<input type="checkbox"/> Yes —Complete Section A. Your vehicle is considered a truck to calculate the taxable benefit.	<input type="checkbox"/> No —Complete Section B. Your vehicle is considered to be an automobile.
Section A: Truck (or if applicable to sport utility vehicle or van)	
Take Home Privilege	
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	
Personal Use Agreement	
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.	
Kilometres	Reimbursement
_____	_____
Personal Use Km Driven	Total of monthly payments made
_____	Formula: (# of months X \$50 per month) plus GST
Total km driven for personal use and business combined	_____
	Total per km reimbursements paid
	Formula: (personal kms driven X CRA rate) plus GST
Section B: Automobile	
All information is required to determine the taxable benefit for an automobile with a Personal Use Agreement or Take Home Privilege.	
Vehicle Usage Dates	
_____	_____
Assigned vehicle start date (MM/DD/YYYY)	Assigned vehicle end date (MM/DD/YYYY)
Kilometres Driven for Personal Use or Take Home Privilege	Reimbursement (Complete only for Personal Use Agreements)
_____	_____
Personal Use/Take Home Privilege km Driven	Total of monthly payments made
_____	Formula: (# of months X \$50 per month) plus GST
Total km driven for personal use and business combined	_____
	Total per KM reimbursements paid
	Formula: (personal kms driven X CRA rate) plus GST
Authorization	
I hereby certify the following: 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