



2009 W-2 Adjustment Form:
Please return to The Harding Group by December 4th.

Business Name: _____

1. Personal Use of a Business Vehicle

- My business doesn't own any vehicles
- My business owns vehicles but there is no personal use
- There is some personal use of one or more business vehicles (attach additional page if needed) *Please estimate your December mileage so you won't have any penalties for late payroll taxes.

Vehicle make, model & year _____
Business miles driven in 2009 _____
Personal miles driven in 2009 _____
Purchase price if new in 2009 _____
Employee who used vehicle _____

2. Life Insurance

- My business doesn't pay for life insurance in excess of \$50,000 of term life
- These are the premiums in excess of what \$50,000 of term life costs.

Employee _____
Excess premiums _____

3. Health Insurance Premiums

- My business is not an S corp
- My business is an S corp, but it doesn't pay health insurance premiums for any shareholder-employees.
 - o If shareholder-employees pay their own health insurance premiums even though they are part of the S corp group plan, then please complete this info.

Employee _____
2009 Premiums _____

Employee _____
2009 Premiums _____

- My business does pay for health insurance for S corp shareholder-employees. (attach additional page if necessary)

Employee _____
2009 Premiums _____

Employee _____
2009 Premiums _____

Employee _____
2009 Premiums _____

Name _____

Date _____

Signature _____