

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
Chief Payroll Officers

DATE: October 22, 2010

FROM: Louise M. Anderson
Associate Controller - Operations

**SUBJECT: DUE DATES FOR EMPLOYER PROVIDED VEHICLES A-51 FORMS and EMPLOYER PROVIDED CELL PHONES A-54 FORMS
CFO 11-01**

VEHICLE

One of the A-51 forms and the annual vehicle usage report form must be completed, signed, dated, and submitted by each employee to whom a vehicle is **assigned or used**. The employee must return one copy of his/her completed A-51 form and the completed annual vehicle usage report to your department/agency payroll office **on or before November 19, 2010**. These A-51 forms are for Payroll use only; employees will still need to complete the on-line forms for the State Fleet Office.

The vehicle cents per mile rate to be used is: \$.55 for the period November 1, 2009 to December 31, 2009; \$.50 for the period January 1, 2010 to October 31, 2010.

CELLULAR TELEPHONE

One A-54 form must be completed, signed, dated, and submitted by each employee to whom a cellular telephone is **assigned or used**. The employee must return one copy of his/her completed A-54 form to your department/agency payroll office **on or before November 19, 2010**.

All of the reporting forms and Procedures A-51 and A-54 are available at the Office of Accounts and Control website: <http://www.controller.admin.ri.gov>

Your department/agency payroll office will forward one copy of each form to the Office of Accounts and Control, Payroll Audit Section, One Capitol Hill, Providence, RI 02908-5883 **on or before November 26, 2010**. They can make and retain one copy for their files. The Taxable fringe benefit amount, as reported on the completed A-51 and A-54 forms, will be entered on the Payroll Master File and will be reported in the "fringe benefit" column of the Payroll Attendance Report (A-80) by the Office of Accounts and Control **during the payroll periods beginning November 21, 2010 and ending December 18, 2010**. The completed annual vehicle usage reports for each employee will be matched to a completed A-51 form to ensure that each employee completed both forms. The annual vehicle usage forms will be forwarded to the Division of Facilities Management.