

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
Chief Payroll Officers

DATE: October 6, 2011

FROM: Louise M. Anderson
Associate Controller - Operations

**SUBJECT: DUE DATES FOR EMPLOYER PROVIDED VEHICLES A-51 FORMS
CFO 12-01**

VEHICLE

One of the A-51 forms (Annual Statement of Personal Usage for State Vehicles) 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 to his/her department/agency payroll office **on or before November 18, 2011**. 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: \$.50 for the period November 1, 2010 to December 31, 2010; \$.51 for the period January 1, 2011 to October 31, 2011.

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

Your department/agency payroll office will forward one copy of the A-51 form to the Office of Accounts and Control, Payroll Audit Section, One Capitol Hill, Providence, RI 02908-5883 **on or before November 25, 2011**. They can make and retain one copy for their files. The taxable fringe benefit amount, as reported on the completed A-51 form, 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 20, 2011 and ending December 17, 2011**.