

## INTER-OFFICE MEMORANDUM

---

### Office of Accounts and Control

**TO:** Chief Financial Officers  
Chief Payroll Officers

**DATE:** November 5, 2012

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT: DUE DATES FOR EMPLOYER PROVIDED VEHICLES A-51 FORMS  
CFO 13-01**

---

#### **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 17, 2012**. 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: \$.51 for the period November 1, 2011 to June 30, 2012; \$0.555 for the period July 1, 2012 to October 31, 2012.**

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 23, 2012**. 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 18, 2012 and ending December 15, 2012**.