

Personal Use Tracking System

Your company has enrolled in the Motorlease Corporation Personal Use Tracking System. We have set up this system for drivers to input and track their business and personal miles on a regular basis, as required by the IRS for all company vehicles.

In accordance to IRS Regulations: **“Personal use is any use of the vehicle other than use in your trade or business. This amount must be included in the employee's wages or reimbursed by the employee”**

In order to access the Motorlease Personal Use Tracking System to enter your business and personal mileage, please follow these steps:

- Go to: <http://www.motorleasecorp.com>
- Click the “Client Log-In” link on the menu bar near the top of the screen
- Click the “Personal Use Tracking System” link in the "Drivers" section on the right hand side of the screen

If there are additional questions on how to use the online system please refer to our “Personal Use System FAQ” form located in the “Drivers” section on the right-hand side of the “Client Log-In” screen.