

Name of Person Claiming Vehicle Expenses _____ Tax Year _____

VEHICLE EXPENSE WORKSHEET

You can only deduct mileage for business purposes. Commuting mileage (mileage to and from your regular place of business) can not be deducted regardless of how long your commuting distance. The IRS requires written records to substantiate mileage deductions.

These business expenses were for _____
Name of Company or Self Employment

Do you have **written records as required by the IRS** to support this deduction?

Circle one of the following:

NO – Please ask for our sample Mileage Log to use for next year.

YES – Please complete the following:

Description of Vehicle _____ (ie. 2005 Ford F150)

Date placed in service (the first date you used this vehicle for business purposes) _____

Have you ever depreciated or taken actual expenses on this vehicle in prior years? YES NO
If yes, we will need your actual vehicle expenses (gas, oil, repairs, etc) in addition to the following information:

Please do not round mileage figures.

Odometer reading at beginning of the year: _____

Odometer reading at end of the year: _____

Total Mileage for the year: _____

Of the above total, enter the number of miles used for:

Business miles: _____
(picking up supplies, travel to different business or customer locations, etc.)

Commuting miles: _____
(mileage to and from your normal place of business)

Other personal miles: _____

SIGNATURE

DATE