

Business Name: _____ Your Name: _____ Year of Expenses: _____

Year, Make and Model _____ Select One: ___ Business ___ Partnership ___ Rental

Vehicle Expense Worksheet

Section 1: Information Required

	Yes	No
Do you have another vehicle for personal use.....		
Do you have an auto log book.....		
January 1 st odometer reading <i>(required)</i>	\$	_____
December 31 st odometer reading <i>(required)</i>	\$	_____
Total miles for the year <i>(required)</i>	\$	_____
Business miles for the year <i>(required)</i>	\$	_____
Interest paid on your vehicle for the year.....	\$	_____
Date you first used it for business <i>(required)</i>	\$	_____
Date you sold it.....	\$	_____
Selling price or Trade-in value.....	\$	_____

Section 2: Complete only if you are claiming actual expenses and not the standard mileage rate

To claim actual expenses and depreciation or lease payments, we need the following info:

Cost of your vehicle <i>(please provide invoice)</i>	\$	_____
Purchase date.....	\$	_____
Parking.....	\$	_____
Tolls.....	\$	_____
Gasoline.....	\$	_____
Oil changes.....	\$	_____
Repairs	\$	_____
Maintenance.....	\$	_____
Car wash.....	\$	_____
Insurance.....	\$	_____
Lease payments.....	\$	_____
Date of Lease.....	\$	_____
Registration/License plates.....	\$	_____

I certify that the above information is true and correct and I have the documentation supporting my responses:

Prepared By

Date