

Business Name: \_\_\_\_\_ Your Name: \_\_\_\_\_ Year of Expenses: \_\_\_\_\_

Year, Make and Model \_\_\_\_\_ Select One: Job 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<sup>st</sup> odometer reading *(required)*..... \$ \_\_\_\_\_

December 31<sup>st</sup> odometer reading *(required)*..... \$ \_\_\_\_\_

Total miles for the year *(required)*..... \$ \_\_\_\_\_

Business miles for the year *(required)*..... \$ \_\_\_\_\_

Interest paid on your vehicle for the year..... \$ \_\_\_\_\_

Date you first used it for business *(required)*..... \$ \_\_\_\_\_

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 *(please provide invoice)*..... \$ \_\_\_\_\_

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