

Client Name: _____ Business Name: _____

Year, Make & Model of Auto: _____ Year of Expenses: _____

Select One: _____ Business _____ Partnership _____ Rental

Auto Expense Worksheet
Complete one worksheet per vehicle.

Section 1: ALL Information Required

	Yes	No
Do you have another vehicle for personal use?.....	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an auto logbook?	<input type="checkbox"/>	<input type="checkbox"/>
Date you first used this vehicle for business (required).....	_____	
January 1 st odometer reading (required).....	_____	
December 31 st odometer reading (required).....	_____	
Total miles for the tax year (required).....	_____	
Business miles during the tax year (\$0.655 per mile) (required).....	_____	
Interest paid on your vehicle for the year.....	\$ _____	

Did you sell this vehicle?

If yes, Date you sold it..... _____

If sold, selling price or trade-in value (**provide both the purchase and sale invoices**) \$ _____

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.

Signature

Date

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