

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?.....	☐	☐
Do you have an auto logbook?	☐	☐
Date you first used this vehicle for business <i>(required)</i>		
January 1 st odometer reading <i>(required)</i>		
December 31 st odometer reading <i>(required)</i>		
Total miles for the tax year <i>(required)</i>		
Business miles during the tax year (\$0.67 per mile) <i>(required)</i>		
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