

AUTO EXPENSE WORKSHEET FOR ACTUAL EXPENSES

PLEASE FILL OUT ONE SHEET PER VEHICLE

VEHICLE MAKE/MODEL/YEAR: _____

FIRST YEAR OF BUSINESS USE: Y N IF YES, PLEASE FILL OUT BELOW:

PURCHASE DATE: _____ PURCHASE PRICE: _____

DID YOU TRADE IN A VEHICLE AT TIME OF PURCHASE? Y N

IF YES, VALUE RECEIVED: _____

WAS THE TRADE IN PREVIOUSLY USED FOR BUSINESS? Y N

MILEAGE INFORMATION:

TOTAL MILES DRIVEN IN 2023: _____

BUSINESS MILES DRIVEN: _____

PERSONAL/COMMUTING: _____

OTHER BUSINESS EXPENSES:

FUEL	\$
AUTO INSURANCE	\$
CAR LICENSE AND REGISTRATION	\$
REPAIRS AND MAINTENANCE	\$
TIRES	\$
LEASE PAYMENTS	\$
AUTO LOAN INTEREST	\$
AUTO CLUB	\$
NEW VEHICLE PROPERTY/EXCISE TAX	\$
OTHER EXPENSES (PLEASE PROVIDE DETAILS)	\$
	\$
	\$
	\$
	\$

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PLEASE ANSWER YES OR NO TO ALL QUESTIONS:

DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?	Y	N
WAS YOUR BUSINESS VEHICLE ALSO USED FOR PERSONAL DRIVING?	Y	N
DO YOU HAVE EVIDENCE TO SUPPORT YOUR MILEAGE DEDUCTION?	Y	N
IS THIS EVIDENCE WRITTEN?	Y	N