AUTO EXPENSE WORKSHEET FOR ACTUAL EXPENSES

FOR TAX YEAR _____

PLEASE FILL OUT ONE SHEET PER VEHICLE

Use this worksheet if you use your vehicle more than 50% for business

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 VEHICLE PREVIOUSLY USED FOR BUSINESS? ☐ N☐

Y PLEASE PROVIDE OF COPY OF THE BILL OF SALE

MILEAGE INFORMATION (**REQUIRED)**:

TOTAL MILES DRIVEN IN 2024:

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)	$
	$
	$
	$
	$
	$
	$

PLEASE ANSWER YES OR NO TO ALL QUESTIONS:

DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERONAL USE? Y☐ N☐

WAS YOUR BUSINESS VEHICLE ALSO USED FOR PERSOANLDRIVING? Y☐ N☐

DO YOU HAVE EVIDENCE TO SUPPORT YOUR MILEAGE DEDUCTION? Y☐ N☐

IS THIS EVIDENCE WRITTEN? Y☐ N☐