AUTO EXPENSE WORKSHEET FOR ACTUAL EXPENSES

FOR TAX YEAR: _____

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 VEHICLE PREVIOUSLY USED FOR BUSINESS? ☐ Y ☐ N

PLEASE PROVIDE BILL OF SALE

MILEAGE INFORMATION: (REQUIRED)

BUSINESS MILES DRIVEN for the tax year: _____

TOTAL MILES DRIVEN (IF KNOWN) for the tax year: _____

PERSONAL/COMMUITNG MILES (IF KNOWN) for the tax year: _____

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	$
PARKING/TOLLS	$

AUTO EXPENSE WORKSHEET FOR ACTUAL EXPENSES

OTHER EXPENSES (PLEASE PROVIDE DETAILS)	$
	$
	$
	$
	$
	$

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