

Taxpayer OR Spouse: _____

Tax Year: _____

Organizer Vehicle Expense

↑
1-person / 1-business per worksheet

↓
Business: _____

Please provide the information required by the IRS:

Information about the vehicle:

YEAR		→ You must use a separate VEHICLE EXPENSE worksheet for <u>each vehicle</u> where you claim Business Miles
MAKE		
MODEL		
When did you acquire the vehicle?	/ /	
Is the vehicle leased?	YES NO	

*If both you and your spouse have Business Miles for the **same** vehicle, you must **both** fill out **your own** VEHICLE EXPENSE worksheet (even though the information will be the same except the total Business Miles)*

Odometer information:

On 01/01 your odometer reading was: _____

On 12/31 your odometer reading was: _____

TOTAL MILES (placed on vehicle during the year): _____

Business Miles Information:

Of the TOTAL MILES, how many of those are **BUSINESS MILES**?

YES | NO

Do you have evidence to support these claims?

YES | NO

If 'Yes,' is the evidence written?

YES | NO

During the year, did you have another vehicle available for personal use?

YES | NO

Was the vehicle available for personal use during off-duty hours?

This worksheet must be completed when taking ANY vehicle expense for business. No further information is necessary if taking Standard Mileage Allowance. If considering Actual Expenses, this worksheet must still be completed and additional instructions obtained from your tax preparer.