

Auto Expense

Complete one worksheet for *each* vehicle used in your business (Schedule C, F, E)

This vehicle is primarily _____ a personal vehicle _____ a business vehicle _____

Year _____ Make/Model _____

This vehicle acquired this tax year. _____ This vehicle sold or disposed of this tax year. _____

Date Placed In Service (When did you start using *this* vehicle for business?) _____

Another vehicle is available for personal use. _____

This vehicle is available for use during off-duty hours. _____

Mileage Information

Number of miles the vehicle was driven (include mileage log)

Business _____ Commuting _____

Other _____ Total Miles Driven _____

Related Expenses

Parking Fees _____ Tolls _____

Registration _____ Property Taxes _____

Gas _____ Oil Changes _____

Tires _____ Repairs _____

Interest _____ Lease Payments _____

Insurance _____ Other (describe) _____

Notes

If you have been using the standard mileage rate on an existing vehicle it is not necessary to complete the Related Expenses section other than Parking Fees and Tolls.

If this vehicle was put in service this year, please complete the Related Expenses section (if possible) so I can determine whether standard mileage or actual expenses is more advantageous. Note that if actual expenses method is chosen, it must continue to be used, so if you are a high mileage business (sales, realtor, etc.) it is probably best to use standard mileage rate.

If you are using your personal vehicle for business you are essentially converting a portion of your personal property to business use property. This allows you to take a deduction but also creates tax consequences when that property is sold!