

AUTO EXPENSE WORKSHEET

Car and truck expenses for business purposes are deductible expenses. All business mileage and expenses should be documented with exact current records. For each trip, the date, destination, business reason and mileage, should be listed. Please refer the corresponding mileage-log worksheet. All the record must be kept in case of the IRS auditing. If not documented in this manner, the cost claimed may be disallowed by the IRS.

Client Name		ID		Tax Year		
What is auto used for?						
Business/trade	Rental property	Investment	work-related (employee)			
Moving Expense	Medical	Charity	Other (specify)			
About vehicle						
Make	Year	Model				
ownership	Employee-owned	company-owned	Leased			
Purchase date	Date placed in Service (dd/mm/yyyy)					
Purchase price/Fair market value at put-in service date						
Lease/purchase statement (if applicable)						
Annual Rental payment			Inclusion Amount (Table)			
Did you stop using the vehicle for business or change percentage of use in your business?						
YES		NO		How? (describe)		
Beginning odometer Reading (Jan. 1)		Business use milages				
Ending odometer Reading (Dec. 31)		Personal use miles				
Total Miles driven in the year		Commuting miles				
		Average round-trip distance to work				
Standard Mileage					amount	
Business use miles prior to July 1		rate				
Business use miles on or after July 1		rate				
(built-in depreciation)						
Actual Expenses						
interest paid on car loan		Garage rent				
Lease payment or depreciation		Auto club (AAA)				
DMV (auto and registration fees)		Others (specify)				
License and taxes		subtotal				
Insurnace		deduction for business (prorated)				
Repairs, maintenance		Other car expense				
Tires, supplies		Parking fee & tolls (only business portion)				
Gas, lube, oil		Causal & theft loss				
Car wash		Total actual expense				
Deduction						
standard mileage or actual expense deduciton						
Interest paid on car loan (if deductible)						
other deductible car expenses						
<i>Deductible amount</i>						
More questions about vehicle expense						
1	Do you have evidence to support your deduction?				Yes	No
2	If yes, is the evidence written?				Yes	No
3	Were you reimbursed for any of above auto expense?				Yes	No
4	If yes, is the reimbursement included in your W-2?				Yes	No
5	Did you use the above vehicle in this business less than 12 months?				Yes	No
6	If yes, enter the number of months				Yes	No
7	Do you have another vehicle available for personal purposes?				Yes	No
8	Is this vehicle available when off duty (employer-owned only)?				Yes	No
9	Do you have employer-provided vehicle that is available for personal use?				Yes	No
10	Did you use the business vehicle for personal use?				Yes	No
11	Was the vehicle used primarily by a more than 5% owner or related person?				Yes	No

Signature _____

Date _____