

Organizer

Taxpayer **OR** Spouse _____



Tax Year: _____

Vehicle Expense

1-person / 1-business per worksheet



Business: _____

For additional information, see IRS Publication 463

VEHICLE:

REQUIRED	Year		→ You must use a separate VEHICLE EXPENSE worksheet for each vehicle where you claim Business Miles	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)
	Make			
	Model			
	When did you acquire the vehicle?	/ /		
REQUIRED	Is the vehicle leased?	YES NO		

Odometer information:

On 01/01 your odometer reading was: _____

On 12/31 your odometer reading was: _____

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

Business Miles Information:

REQUIRED		Of the TOTAL MILES , how many of those are BUSINESS MILES ?
REQUIRED	YES NO	Do you have evidence to support these claims? If you answer NO to this question, you cannot take Business Miles as an expense.
REQUIRED	YES NO	If 'Yes,' is the evidence written? If you keep a schedule or a calendar of your schedule, you may have "written evidence." If you answer NO to this question, you cannot take Business Miles as an expense.
REQUIRED	YES NO	Was the vehicle available for personal use during your off-duty work hours? If you use this vehicle for non-work purposes ("personal use"), the answer to this questions is YES
REQUIRED	YES NO	During the year, did you have another vehicle available for personal use? If you had more than 1 vehicle available to you for your use during the year, the answer to this question is YES

This worksheet must be completed when taking **ANY** vehicle expense for business. No further information is necessary if taking Standard Mileage Allowance*. However, if you are considering and or taking Actual Expenses, this worksheet must **STILL** be completed and your preparer will then also request additional information from you.

*Standard Mileage Allowance is allowed only on 4-wheel cars; all others must use Actual Expense.