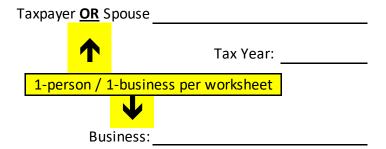
## Organizer Vehicle Expense



For additional information, see IRS Publication 463

## VEHICLE:



| Year                              |                        | ➔ You must use a separate<br>VEHICLE EXPENSE                           |  |    |
|-----------------------------------|------------------------|------------------------------------------------------------------------|--|----|
| Make                              |                        | worksheet for <u>each vehicle</u><br>where you claim Business<br>Miles |  |    |
| 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?

| REDRE  | YES   NO | Do you have evidence to support these claims?                                                                                 |
|--------|----------|-------------------------------------------------------------------------------------------------------------------------------|
| ROURE  | YES   NO | If 'Yes,' is the evidence written?<br>If you keep a schedule or a calendar of your schedule, you may have "written evidence." |
| REDURE | YES   NO | Was the vehicle available for personal use during your off-duty<br>work hours?                                                |
| REDIRE | YES   NO | During the year, did you have another vehicle available for<br>personal use?                                                  |

This worksheet must be completed when taking <u>ANY</u> 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.

REQUIRED