

Car and Truck Expenses Worksheet for Tax Year 20__

Vehicle Information

(Complete for **all** vehicles)

Vehicle 1

Vehicle 2

Vehicle 3

1. Make & model of vehicle.....
2. Date placed in service.....
3. Type of vehicle.....
4. a) Ending mileage reading.....
 b) Beginning mileage reading.....
 c) **Total miles** for the year.....
5. Business miles for the year.....
6. Commuting miles for the year.....
7. Other personal miles for the year.....

8. Is another vehicle available for personal use?.....
 (Circle Yes or No)
9. Was the vehicle available for personal use during off-duty hours?.....
 (Circle Yes or No)
10. Was the vehicle used primarily by a more than 5% owner or related person?.....
 (Circle Yes or No)
11. a) Is there evidence to support the business use claimed?.....
 (Circle Yes or No)
 b) If 'YES' is the evidence written?.....
 (Circle Yes or No)

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Standard Mileage Rate

12. Does vehicle qualify for standard mileage rate?.....
 (Circle Yes or No)
13. Was the vehicle leased?.....
 (Circle Yes or No)
14. **Standard mile deduction**

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

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Actual Expenses

15. Expenses:
 - a) Gasoline, oil, repairs, insurance, etc.....
 - b) Vehicle registration, license (excluding property taxes).....
 - c) Vehicle lease or rental fees.....
 - d) Parking and tolls.....

