

Business Vehicle Worksheet

IRS INFORMATION REQUIREMENTS FOR BUSINESS USE VEHICLES USE THIS WORKSHEET FOR BUSINESS OWNED VEHICLES OR PERSONAL VEHICLES USED FOR BUSINESS

Please complete for each vehicle used in the business. If you have more than 3, then please use multiple pages of this form.

Vehicle 1: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Beginning Odometer (January 1 st)	_____	Business mileage	_____
Ending Odometer (December 31 st)	_____	Date first used for business	_____
Own or lease (if lease, please request lease questionnaire)	_____	Interest paid on vehicle	_____
Do you have evidence to support the above deduction?	yes no	Parking / tolls	_____
If yes, is the evidence written?	yes no	Gas/Repairs & Maint.	_____

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

Vehicle 2: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Beginning Odometer (January 1 st)	_____	Business mileage	_____
Ending Odometer (December 31 st)	_____	Date first used for business	_____
Own or lease (if lease, please request lease questionnaire)	_____	Interest paid on vehicle	_____
Do you have evidence to support the above deduction?	yes no	Parking / tolls	_____
If yes, is the evidence written?	yes no	Gas/Repairs & Maint.	_____

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

Vehicle 3: Is the vehicle owned (Titled) in business name or personal name? _____

Year and model of vehicle	_____	Commuting mileage	_____
Beginning Odometer (January 1 st)	_____	Business mileage	_____
Ending Odometer (December 31 st)	_____	Date first used for business	_____
Own or lease (if lease, please request lease questionnaire)	_____	Interest paid on vehicle	_____
Do you have evidence to support the above deduction?	yes no	Parking / tolls	_____
If yes, is the evidence written?	yes no	Gas/Repairs & Maint.	_____

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.