

Business Use of Vehicles Worksheet

Use This Form to Report Business Use of Motor Vehicles. Do Not Include This Info on Any Other Worksheets.

Taxpayer Name _____ Tax Year _____

ONLY list vehicles used for business Vehicle 1 Vehicle 2

Description - Year/Make/Model _____

Date Acquired _____ / _____ / _____

2015 Mileage ENTER ACTUAL MILES; NOT ROUNDED AMOUNTS

Total Miles Driven in the Current Year [] []

Total Business Miles Driven in the Current Year [] []

Total Commuting Miles Driven in the Current Year [] []

If claiming multiple business activities, list businesses and indicate portion of above **BUSINESS** miles for each business

Business 1 _____ [] []

Business 2 _____ [] []

Vehicle Use Questions [Answer **YES** or **NO** for each vehicle]

THESE QUESTIONS MUST BE ANSWERED

Is **THIS** vehicle available for personal use? _____

Do you have another vehicle available for personal use? _____

Do you have evidence to support your **business** expense deduction including **mileage records**? _____

If yes, is this evidence written? _____

Note: NO DEDUCTION IS ALLOWED FOR BUSINESS USE OF AUTOMOBILES WITHOUT SUFFICIENT EVIDENCE

Deductible Expenses [whether claiming actual expenses or the standard mileage rate]

Interest on Vehicle Loan _____

Motor Vehicle Taxes _____

Parking Fees & Tolls _____

Information to claim actual expenses rather than the standard mileage rate
Not necessary to complete if claiming standard mileage rate deduction

Standard Rate is 57.5c/mile

Gasoline _____

Repairs & Maintenance _____

Insurance _____

Registration _____

Vehicle Rentals [short term] _____

Lease Payments _____

Indicate employer reimbursement received if any \$ _____ Is reimbursement included in W-2 or 1099 _____

Signature

Date