

Business Use of Vehicles Worksheet

This form should be completed by any taxpayer claiming business use of an automobile.
Do not include this information on any other worksheet.

Taxpayer Name _____ Tax Year _____

ONLY list vehicles used for business

Vehicle 1 Vehicle 2

Description - Year/Make/Model

Date Acquired

____/____/____

2016 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 vehicle is used for 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

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

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

Do you have another vehicle available for personal use?

Do you have evidence or records to support your **business mileage**?

If yes, is this evidence written?

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 54.0c/mile

Gasoline

Repairs & Maintenance

Insurance

Registration

Vehicle Rentals [short term]

Lease Payments

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

Signature

Date