

Business Use of Vehicles Worksheet

This form should be completed by any taxpayer claiming a deduction for the business use of a motor vehicle

Taxpayer Name _____

Tax Year _____

ONLY list vehicles that are used for business

Vehicle 1

Vehicle 2

Description - Year/Make/Model _____

Date Acquired _____

2022 Mileage **ENTER ACTUAL MILEAGE - 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 _____

Total Personal 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 MOTOR VEHICLES 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, such as in a logbook or on a calendar? _____

Note, gas or repair receipts are important to document expenses BUT are NOT evidence of **BUSINESS mileage.**

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 58.5 cents/mile-1/01/22-6/30/22
Standard Rate is 62.5 cents/mile-6/30/22-12/31/22

Gasoline _____

Repairs & Maintenance _____

Insurance _____

Registration _____

Vehicle Rentals [short term] _____

Lease Payments _____

Reimbursement received if any \$ _____

Is reimbursement included in W-2 or 1099 _____

Signature _____

Date _____