

VEHICLE USE FOR BUSINESS WORKSHEET

**You must complete PER MILE ALLOWANCE section and sign below** (other lines as needed)

Each form must show 1 vehicle only. Use additional forms as needed.

Complete the form, then return with other forms. **It's very important you keep a daily mileage log!**

Tax Year Ending 12/31/ _____	Allowance/mile (2018)	\$	0.545
Make/model of vehicle			
Date placed in service			
Type of vehicle			
Total Miles driven			

**PER MILE RECORDS (REQUIRED FOR ALL)**

	BUSINESS A	BUSINESS B
Business Name		
Miles driven for business		
Miles driven for commuting		
Average daily commute		
Miles driven for personal		
Business %		
Do you have another vehicle for personal use?		
Was vehicle available for personal use after hours?		
Was vehicle used by a 5%+ owner?		
Do you have evidence to support business use?		
If YES, is evidence written?		

**ACTUAL EXPENSES (optional)**

	BUSINESS A	BUSINESS B
Gasoline		
Oil		
Tires		
Repairs		
Vehicle Insurance		
License, registration, prnsl prop tax		
garage rent		
Lease or rental fees		
Interest on vehicle loan		

**ADDITIONAL DEDUCTIONS FOR BOTH METHODS**

Parking		
Tolls		

**IF SOLD:**

Date sold or disposed of	
Sales price	
Expense of sale	

<b>PREPARED BY &amp; DATE</b>	
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