

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 (2022) \$0.585/0.625

Make/model of vehicle

Date placed in service

Type of vehicle

Total Miles driven

PER MILE RECORDS (ANSWER ALL BOLD)

Business Name

Miles driven for business

Miles driven for commuting

Average daily commute

Miles driven for personal

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, how is evidence documented (written, app)?

1/1/22-6/30/22	7/1/22-12/31/22

ACTUAL EXPENSES (OPTIONAL)

Gasoline

Oil

Tires

Repairs

Vehicle Insurance

License, registration, personal property tax

garage rent

Lease or rental fees

Interest on vehicle loan

ADDITIONAL DEDUCTIONS (ANSWER ALL LINES)

Parking

Tolls

IF SOLD:

Date sold or disposed of

Sales price (provide bill of sale)

Expense of sale

PREPARED BY (YOUR NAME & DATE)

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