

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 (2023) \$ 0.655

Make/model of vehicle

Date placed in service

Type of vehicle

Total Miles driven

PER MILE RECORDS (ANSWER ALL LINES)

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?

BUSINESS A	BUSINESS B

ACTUAL EXPENSES (OPTIONAL)

BUSINESS A

BUSINESS B

Gasoline

Oil

Tires

Repairs

Vehicle Insurance

License, registration, personal property tax

garage rent

Lease or rental fees

Interest on vehicle loan

BUSINESS A	BUSINESS B

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 (NAME & DATE)

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