

VEHICLE USE FOR BUSINESS WORKSHEET

You must answer all questions MARKED-A, B, D, E(C is optional), then type/sign your name & date.

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

Return completed form with your other tax forms.

It's very important you keep a daily mileage log!

A Tax Year Ending 12/31/_____

Allowance/mile (2025) \$ 0.700

A Make/model of vehicle

A Date placed in service

A Type of vehicle

A Total Miles driven

PER MILE RECORDS (ANSWER ALL LINES)

B Business Name

BUSINESS A	BUSINESS B

B Miles driven for business

B Miles driven for commuting

B Average daily commute

B Miles driven for personal

Business %

- B** Do you have another vehicle for personal use?
- B** Was vehicle available for personal use after hours?
- B** Was vehicle used by a 5%+ owner?
- B** Do you have evidence to support business use?
- B** If YES, is evidence written?

ACTUAL EXPENSES (OPTIONAL)

C Gasoline

BUSINESS A	BUSINESS B

C Oil

C Tires

C Repairs

C Vehicle Insurance

C License, registration, personal property tax

C garage rent

C Lease or rental fees

C Interest on vehicle loan

ADDITIONAL DEDUCTIONS (ANSWER ALL LINES)

D Parking

D Tolls

IF SOLD: (IF THIS APPLIES)

E Date sold or disposed of

E Sales price (provide bill of sale)

E Expense of sale

PREPARED BY (NAME & DATE)

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(Name)

(Date)

