

ACKNOWLEDGMENT: BY PROVIDING THE INFORMATION BELOW, I CONFIRM THAT 3RD PARTY VERIFICATION OF BEGINNING AND ENDING ODOMETER READINGS IS AVAILABLE TO ASSIST IN MILEAGE LOG VERIFICATION.

Vehicle Mileage Worksheet

Use the following worksheet to report your business use of a personal vehicle for income tax purposes. If you purchased or sold a vehicle during the year, please provide the bill of sale. If multiple businesses, please list miles separately.

<i>Standard Deduction</i>	Vehicle #1	Vehicle #2	Vehicle #3
Make and Model of Vehicle			
Date first began using in business			
Odometer Readings			
Beginning of year			
End of year			
Total Vehicle Miles			
Business Miles			
Self-Employed Miles			
Rental Property Miles			
Medical Miles			
Charitable Miles			
Business Parking			
Business Tolls			
Is another vehicle available for personal use?			
Was the vehicle available for personal use during off-duty hours?			
Was the vehicle used primarily by a more than 5% owner or related person?			
Is there written evidence to support the business use mileage?			
Is the vehicle leased?			

*****If you would like to compute the deduction of actual expenses, please provide the following for the year. The greater of actual or standard deduction will be used for tax purposes. The method will have to stay consistent year over year.***

<i>Actual Expenses Deduction</i>	Vehicle #1	Vehicle #2	Vehicle #3
Expenses			
Gas			
Oil			
Repairs			
Insurance			
Vehicle Registration			
License			
Other			
Vehicle Cost			