

# Organizer

NAME \_\_\_\_\_

This worksheet is for (check one) ---->

Taxpayer ☐

Spouse ☐

## Vehicle Expense

For additional information, see IRS Publication 463

TAX YEAR \_\_\_\_\_

1-business per worksheet ---->

**BUSINESS** (for these expenses)

### VEHICLE INFORMATION:

REQUIRED	Year _____	You <b>MUST</b> use a separate VEHICLE EXPENSE worksheet for <u>each vehicle</u> where you claim business miles.	If both you and your spouse have Business Miles for the <u>same</u> vehicle, you must both fill out <u>your own</u> VEHICLE EXPENSE worksheet (even though the information will be the same - <u>except for the total Business Miles</u> )
	Make _____		
	Model _____		
	When did you first acquire the vehicle?      /      /		
REQUIRED	Is the vehicle leased? (circle one)	YES         NO	

### Odometer information:

On 01/01 your odometer reading was: \_\_\_\_\_

On 12/31 your odometer reading was: \_\_\_\_\_

**TOTAL MILES** (placed on vehicle during year): \_\_\_\_\_

REQUIRED

### Business Miles Information:

REQUIRED		Of the TOTAL MILES, how many of those are <b><i>BUSINESS MILES</i></b> ?
REQUIRED (circle one)	YES         NO	<b>Do you have evidence to support these claims?</b> <i>If you answer NO to this question, you CANNOT take Business miles as an expense</i>
REQUIRED (circle one)	YES         NO	<b>If 'Yes,' is the evidence written?</b> If you keep a schedule or a calendar of your schedule, you may have "written evidence." <i>If you answer NO to this question, you CANNOT take Business miles as an expense</i>
REQUIRED (circle one)	YES         NO	<b>Was the vehicle available for personal use during your off-duty work hours?</b> <i>If you use this vehicle for non-work purposes, ("personal use"), the answer to this question is YES</i>
REQUIRED (circle one)	YES         NO	<b>During the year, did you have another vehicle available for <u>personal</u> use?</b> <i>If you had more than 1 vehicle available to you for your use, the answer to this question is YES</i>

This worksheet must be completed when taking ANY vehicle expense for business. No further information is needed if taking the Standard Mileage Allowance (SMA)\*. However, if you are considering and or taking Actual Expenses, this worksheet must STILL be completed and your preparer will then also request additional information from you. \*SMA is allowed only on 4-wheel vehicles; all others (including motorcycles) must use Actual Expense.