

# Organizer

NAME \_\_\_\_\_

*This worksheet is for (check one) --->*  Taxpayer  Spouse

## Vehicle Expense

For additional information, see IRS Publication 463

*1-business per worksheet --->*

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

**BUSINESS** (for these expenses)

### VEHICLE INFORMATION:

<b>REQUIRED</b> <b>REQUIRED</b> <b>REQUIRED</b> <b>REQUIRED</b> <b>REQUIRED</b>	Year _____	You <b>MUST</b> use a separate VEHICLE EXPENSE worksheet for <u>each vehicle</u> where you claim business miles.	
	Make _____		
	Model _____		
	When did you first acquire the vehicle?	/	/
	Is the vehicle leased? (circle one)	YES	NO

*If both you and your spouse have Business Miles for the same vehicle, you must both fill out your own VEHICLE EXPENSE worksheet (even though the information will be the same - except for the total Business Miles)*

### 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:

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

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.