

## AUTO MILEAGE FORM

If you used a vehicle for business purposes, please read the following information and complete the questions on the next page to satisfy the IRS requirement for business use of vehicles

Please be advised that the business use of a car includes the following:

1. Traveling away from home overnight for business;
2. Local travel between two or more workplaces;
3. Local travel between home and temporary work locations;
4. Visiting clients, customers, attending meetings, etc away from your regular workplace.

Business use of a car does not include:

1. Commuting between home and one or more regular workplaces;
2. Personal use - shopping, vacations, etc.

In order to qualify for a vehicle deduction, the percentage of the business use of the vehicle must be supported by written evidence in the form of an account book, diary, log or similar record supported by documentary evidence, receipts, canceled checks, invoices, etc. and should include the following:

1. The amount of each separate expense, cost of buying the vehicle, fuel, repairs, insurance, etc.
2. The mileage for business use and the total miles for the year;
3. The date of expense or use;
4. The business reason.

In order to fulfill the requirements of the IRS, please answer the following questions regarding the business use of your vehicle during the year, and sign and date below.

1. Make, model and year of business vehicle \_\_\_\_\_
2. Purchase price of vehicle (or value at beginning of lease) \_\_\_\_\_
3. Total auto expenses for the tax year:
  - Repairs \_\_\_\_\_
  - Maintenance \_\_\_\_\_
  - Gasoline \_\_\_\_\_
  - Interest \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - Lease payments \_\_\_\_\_
4. Date you placed your vehicle in service for business purposes: \_\_\_\_\_
5. Enter the miles driven during the tax year for:
  - Business miles \_\_\_\_\_
  - Commuting miles \_\_\_\_\_
  - Other personal miles \_\_\_\_\_
  - Odometer reading 12/31 \_\_\_\_\_

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the above business mileage supported by written evidence? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Was this vehicle available for personal use?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Was this vehicle used by a 5% owner or related person?       |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Is another vehicle available for personal use?               |

I hereby certify that the answers to the above questions are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date