



AUTO USE FOR BUSINESS / EMPLOYMENT

CLIENT NAME: _____ DATE: _____

TELEPHONE: _____ TAX YEAR(S): _____

If you used your automobile in your business, or as part of your employment (without reimbursement from your employer), you can claim expense deductions for the business/employment use. You cannot claim commuting miles. You must have written proof of the specific business/employment use – generally in the form of a mileage log or calendar – unless the vehicle was used only for business.

Depending on how you've declared auto-related business expenses in past years, you may be able to take the deduction either at a **standard mileage rate** or as **actual expenses** for the vehicle. Generally, the standard mileage rate is easier to calculate and does not require receipts. But if your vehicle is new, or on the expensive side, then the actual expense method may produce a greater tax benefit. The actual expenses method requires all vehicle-related receipts (gas, repairs, etc.).

IMPORTANT: "Round numbers" (e.g., "25,000 total miles, 15,000 business miles") may be considered mere estimates by the IRS, and thus a flag for audits. It is necessary that you provide exact figures.

Please complete the following for each vehicle used in your business or employment:

Year and make of vehicle: _____

Date first used for business: _____ Purchase price: \$ _____

For this tax year only, please enter the precise number of miles your vehicle was used for:

Total mileage (all purposes): _____

Commuting miles: _____

Business or (unreimbursed) employment miles: _____

Interest paid this tax year on an auto loan used to purchase this vehicle: \$ _____

Yes No Do you have another vehicle available for personal use?

Yes No Was your vehicle available for use during off hours?

Yes No Do you have evidence to support a claim of business use of your vehicle?

If "yes," is the evidence in written form? Yes No

Yes No Did you buy a vehicle this tax year? Sales tax paid, if any: \$ _____

Yes No Did you sell a vehicle this tax year that, in this or prior years, was used for business?