

# VEHICLE EXPENSE WORKSHEET

## COMPLETE A SEPARATE WORKSHEET FOR EACH VEHICLE WITH BUSINESS USE

### VEHICLE INFORMATION

Taxpayer name: \_\_\_\_\_ Tax year: \_\_\_\_\_  
Vehicle make: \_\_\_\_\_ Vehicle model: \_\_\_\_\_ Vehicle year: \_\_\_\_\_  
Type of vehicle?  Auto  Truck/Van/SUV  Heavy vehicle  Other (describe) \_\_\_\_\_

### PURCHASE / SALE INFORMATION

Date of purchase (If purchased in tax year 2022 provide purchase invoice)      /      /  
Date of disposition (If sold in tax year 2022 provide sales invoice)      /      /  
Date in service: From      /      /      To      /      /

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Is the vehicle leased (not owned at the end of the monthly payments)? | _____      | _____     |

### MILEAGE

Number of total miles driven in tax year 2022 \_\_\_\_\_  
Number of business miles driven in tax year (Jan 2022 – Jun 2022) \_\_\_\_\_  
Number of business miles driven in tax year (Jul 2022 – Dec 2022) \_\_\_\_\_

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 2. Is there evidence to support the business use claimed? | _____      | _____     |
| A. If yes is the evidence written?*                       | _____      | _____     |

\* Please note the IRS requires mileage logs to be maintained to substantiate a business deduction for vehicle expenses.

### EXPENSES

Interest \_\_\_\_\_  
Tolls \_\_\_\_\_  
Parking \_\_\_\_\_  
Total lease payments for the year  
(If vehicle leased and not owned) \_\_\_\_\_

### ADDITIONAL EXPENSES (Omit if using the mileage method)

Gasoline \_\_\_\_\_  
Repairs, maintenance \_\_\_\_\_  
Tires, supplies \_\_\_\_\_  
Vehicle insurance \_\_\_\_\_  
Vehicle registration \_\_\_\_\_