

# 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 current tax year provide purchase invoice) \_\_\_\_\_  
Date of disposition (If sold in current tax year provide sales invoice) \_\_\_\_\_  
Date in service: From \_\_\_\_\_ To \_\_\_\_\_

**YES** **NO**

1. Is the vehicle leased (not owned at the end of the monthly payments)?

\_\_\_\_\_

### MILEAGE

Number of business miles driven in tax year 2023 \_\_\_\_\_  
Number of personal/commuting driven in tax year 2023 \_\_\_\_\_  
Number of total miles driven in tax year 2023 \_\_\_\_\_

**YES** **NO**

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 \_\_\_\_\_