

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 2024 _____
Number of personal/commuting driven in tax year 2024 _____
Number of total miles driven in tax year 2024 _____

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 _____