



BUSINESS USE OF VEHICLE WORKSHEET: _____ tax year

STEP 1: Determine how you'll be able to complete this worksheet

- **Mac Users:** You likely cannot use the "Fill-In" feature. If so, you'll have to print & manually complete entries.
- **Others:** You should be able to use "Fill-In" feature. Before beginning, save file to your desktop with new name.

STEP 2: Understand IRS rules on Business Use of Vehicle deduction eligibility, as follows

- Travel from Home to...
 - Regular Workplace (*commute*) - NOT deductible
 - Second Job - NOT deductible
 - Temporary Workplace (*there < 1 yr.*) - Deductible only if you have regular/main job at another location
- Travel from Regular Workplace to...
 - Second Job - Deductible
 - Temporary Workplace (*there < 1 yr.*) - Deductible
- Travel from Second Job to...
 - Temporary Workplace (*there < 1 yr.*) - Deductible

STEP 3: Complete sections below, as follows

- Below is for "Standard Mileage" method only. If using "Actual Expenses" method, [contact us](#) for details.
- Feel free to use our Mileage Log - [click here](#). NOTE: in event of audit, the IRS will require you to provide a log.

BUSINESS INFO:

| | |
|--|--|
| Owner's Last Name, First Name | |
| Business Name (<i>if applicable</i>) | |
| Business Profession (<i>product/service description</i>) | |

VEHICLE INFO:

VEHICLE #1:

VEHICLE #2:

| | | |
|--|---|---|
| Vehicle Description (<i>year, make, & model</i>) | | |
| Biz Use Start Date/End Date (<i>"present" if still used for biz</i>) | / | / |
| Do You Own, or Lease The Vehicle? | <input type="checkbox"/> Own <input type="checkbox"/> Lease | <input type="checkbox"/> Own <input type="checkbox"/> Lease |
| Value of Vehicle (<i>upon being placed in service for biz</i>) | \$ | \$ |
| Total Miles Driven for Year (<i>personal AND business</i>) | | |
| Total <u>Business</u> Miles Driven for Year (<i>per Step 2 above</i>) | | |
| Total <u>Personal</u> Miles Driven for Year | | |
| Parking Fees & Tolls | \$ | \$ |
| Vehicle Loan Interest / Lease Payment Amount | \$ | \$ |
| DMV Registration <u>License</u> Fee (<i>lookup tool: click here</i>) | \$ | \$ |
| <i>If Vehicle Sold/Disposed, Provide Date</i> | | |
| <i>If Vehicle Sold/Disposed, Provide Sales Price</i> | \$ | \$ |