



**IRS INFORMATION REQUIREMENTS FOR BUSINESS USE VEHICLES  
USE THIS WORKSHEET FOR BUSINESS OWNED VEHICLES OR PERSONAL VEHICLES USED FOR BUSINESS**

Please complete for each vehicle used in the business. If you have more than 3, then please use multiple pages of this form.

**Vehicle 1:** Is the vehicle owned (Titled) in business name or personal name? \_\_\_\_\_

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 <sup>st</sup> )	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 <sup>st</sup> )	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes    no	If yes, is the evidence written?	yes    no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

**Vehicle 2:** Is the vehicle owned (Titled) in business name or personal name? \_\_\_\_\_

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 <sup>st</sup> )	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 <sup>st</sup> )	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes    no	If yes, is the evidence written?	yes    no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.

**Vehicle 3:** Is the vehicle owned (Titled) in business name or personal name? \_\_\_\_\_

Year and model of vehicle	_____	Commuting mileage	_____
Purchase Price	_____	Business mileage	_____
Purchase Date	_____	Date first used for business	_____
Beginning Odometer (January 1 <sup>st</sup> )	_____	Interest paid on vehicle	_____
Ending Odometer (December 31 <sup>st</sup> )	_____	Parking/tolls	_____
Total Miles put on car during the year (Ending - Beginning)	_____	Gas / Repairs & Maintenance	_____
Own or lease	_____	Insurance	_____
Do you have evidence to support your deduction?	yes    no	If yes, is the evidence written?	yes    no

If claimed Actual expenses previously, please provide depreciation and expense details for prior years.