

VEHICLE INFORMATION

Complete the following for each vehicle used on your job or in your business.
DO NOT USE THIS FORM UNLESS YOU HAVE JOB OR BUSINESS USE OF YOUR VEHICLE

Complete The Following	Vehicle 1	Vehicle 2	Vehicle 3
Vehicle Make/Model			
Date Placed In Service			
Beginning Odometer (Jan 1st)			
Ending Odometer (Dec 31st)			
Total Miles Driven			
Business Miles Driven ⁽¹⁾			
Commuting Miles Driven ⁽²⁾			
Second Job Miles ⁽³⁾			
Temporary Job Miles ⁽⁴⁾			
Personal Miles			
Actual Expenses ⁽⁵⁾⁽⁶⁾			
Fuel (Gasoline/Diesel)			
Insurance			
Interest			
License			
Repairs & Maintenance			

If you bought a vehicle that you used on your job or in your business during the tax year,
please bring the purchase receipt to your tax appointment.

- 1) Business miles are driven for business purposes that DO NOT include miles commuting to or from your home and a business location. If you have more than one business location, the miles driven between those locations **count** as business miles.
- 2) Commuting miles are miles driven from home to your work location and back home.
- 3) Second job miles are the miles driven between one or more job locations.
- 4) In order to claim temporary job miles, all these conditions must be met:
 - a. The job must have taken place away from your metropolitan area.
 - b. The job must have been reasonably expected to last less than one year
 - c. You must maintain a travel log of miles driven and job location
- 5) Taxpayers may use actual expenses as an alternative to the standard mileage rate. This method may benefit you. It usually requires a high percentage of business use miles to be worthwhile. Complete the actual expense items if you want us to determine if you would benefit from taking actual expenses. We will also need the purchase price of the vehicle and date purchased.
- 6) Actual expenses are required for any vehicle that used actual expenses in the past.