

Name: _____ 20_____

Auto Expense Worksheet

Please Fill Out As Completely As Possible
(use your prior return as a guide)

IF YOU HAVE INCOMPLETE RECORDS, YOU MAY ELECT TO CLAIM THE STANDARD MILEAGE RATE.
COMPLETE LINES 1-3 ONLY. (LEASED VEHICLES MUST COMPLETE LINES 1-8)

*Important- see below

CAR #1
OLD

CAR #2
NEW

Vehicle Model/Yr. _____

AUTO EXPENSES

- 1) Total miles driven for this year..... _____
- 2) Total miles driven for business this year _____
- 3) Average daily round-trip commute (miles) _____
- 4) Please complete the following:
 - A. Gasoline, lube & oil.....\$ _____ \$ _____
 - B. Repairs & Maintenance.....\$ _____ \$ _____
 - C. Tires.....\$ _____ \$ _____
 - D. Insurance.....\$ _____ \$ _____
 - E. Washes, Wax, Auto Club, Misc\$ _____ \$ _____
 - F. Auto License.....\$ _____ \$ _____
 - G. Interest on Loan.....\$ _____ \$ _____
 - H. Lease payments paid.....\$ _____ \$ _____
 - I. Parking.....\$ _____ \$ _____

5) If you leased or purchased a car for business purposes during the year (bring in lease or purchase papers):

Date of purchase or lease _____ Model _____ Cost or lease price \$ _____

6) Have you sold or exchanged a car used for business during the year?

No Yes Sales Price _____ Date Sold _____

7) Are you reimbursed for any of these expenses?

8) Amount of reimbursement _____ Is this amount included in your W-2? Yes No

Are you the legal owner of this car? If not, explain _____

TRAVEL AND ENTERTAINMENT EXPENSES: see other side

VERY IMPORTANT

The Internal Revenue Service and the Tax Courts have taken a strong stand against allowing business auto, travel, entertainment, and other business related expenses without a record or diary. IRS has imposed heavy penalties on tax preparers who do not ask if you have records. Penalties can be assessed for failure to keep timely records which include appointment book, company records, and receipts. Deductions of this nature must be documented as follows: name, business relationship, date and time, place and amount. Gifts are limited to \$25.00 per person per year. You may not deduct these expenses unless documented. For business meals and entertainment, you must document that (1) you discussed business during the meal or (2) you had a substantial and bona fide business discussion or activity before or after the meal/entertainment or (3) you ate alone while out-of-town.

The law flatly states, NO RECORDS-NO DEDUCTION. (SEC. 274D)

I have adequate records or sufficient **written evidence to justify these deductions.** Yes No

I acknowledge that I have read the above. X _____

SIGNATURE

IMPORTANT- PLEASE SEE OTHER SIDE