



RESOLVED

TAXES & BOOKKEEPING, LLC

BUSINESS USE OF VEHICLE WORKSHEET: _____ tax year

STEP 1: Understand IRS rules on Business Use of Vehicle deduction eligibility, as follows

- Travel from Home to...
 - Regular Workplace (*commute*)...or 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...or Temporary Workplace (*there < 1 yr.*) - Deductible
- Travel from Second Job to...
 - Temporary Workplace (*there < 1 yr.*) - Deductible

STEP 2: Complete sections below, as follows

- Enter Business Info & Vehicle Info in top two sections...if you have 2nd Vehicle, please use 2nd worksheet.
- Either enter "Standard Mileage" method info (*simpler recordkeeping, but only allowed if started in year 1*)...
 - OR, "Actual Expenses" method info (*can possibly provide larger deduction; more involved recordkeeping*).

BUSINESS INFO:

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

VEHICLE INFO:

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
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	
<i>If Vehicle Sold/Disposed, Provide Date</i>	
<i>If Vehicle Sold/Disposed, Provide Sales Price</i>	\$

STANDARD MILEAGE METHOD INFO:

Parking Fees & Tolls	\$	Property Tax (<i>based on value of vehicle</i>)	\$
Interest Expense (<i>loan</i>)	\$	Property Tax (<i>for CA = registration license fee</i>)	\$

ACTUAL EXPENSES METHOD INFO:

Gas/Oil/Repairs	\$	Vehicle Lease Payments	\$
Vehicle Insurance	\$	Parking Fees & Tolls	\$
Interest Expense (<i>loan</i>)	\$	Other:	\$
Vehicle Registration Fees (<i>can use full fee</i>)	\$	Other:	\$
Personal Property Tax (<i>don't duplicate reg fee</i>)	\$	Other:	\$