



# NELSON CPAs

## IMPORTANT – PLEASE COMPLETE

### Vehicle Expense Worksheet

The IRS has strict substantiation rules in order for vehicle expenses to qualify as a business deduction. You are required to keep a mileage log that includes the date, destination, number of miles, and business purpose for each business trip as well as total mileage. See our [Vehicle Expense Fact Sheet](#) that is available on our website for further details.

We are required to answer the following three questions on your behalf on your tax return. Please answer those questions and sign as indicated.

- Do you have another vehicle available for personal use?  Yes  No
- Do you have evidence to support your deductions?  
**(If No, no deduction is allowed)**  Yes  No
- If yes, is it written?  Yes  No

\_\_\_\_\_  
Signature of person claiming vehicle deduction

#### **Vehicle Expenses**

Cost of Vehicle 1 \$ \_\_\_\_\_ Date of Purchase \_\_\_\_\_ Type of Vehicle \_\_\_\_\_

Cost of Vehicle 2 \$ \_\_\_\_\_ Date of Purchase \_\_\_\_\_ Type of Vehicle \_\_\_\_\_

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
1. Business miles during this tax year:	_____	_____
2. Commuting miles during this tax year:	_____	_____
3. Personal miles during this tax year:	_____	_____
Total miles during this tax year: (Add 1 + 2 + 3):	_____	_____
Parking Fees and Tolls:	\$ _____	\$ _____
License Plates (tabs):	\$ _____	\$ _____
Other Operating Expenses <b>(not necessary if using standard mileage method)</b> i.e.; gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.	\$ _____	\$ _____
Interest on Loan, or Lease Payments	\$ _____	\$ _____