

Mileage Worksheet

Use the following worksheet to report your business use of a personal vehicle for income tax purposes. If you purchased or sold a vehicle during the year, please provide the bill of sale. If multiple businesses, please list miles separately.

Standard Deduction	Vehicle #1	Vehicle #2	Vehicle #3
Make and Model of Vehicle			
Date first began using in business			
Odometer Readings			
Beginning of year			
End of year			
Total Vehicle Miles			
Business Miles			
Self-Employed Miles			
Rental Property Miles			
Medical Miles			
Charitable Miles			
Business Parking			
Business Tolls			
Is another vehicle available for personal use?			
Was the vehicle available for personal use during off-duty hours?			
Was the vehicle used primarily by a more than 5% owner or related person?			
Is there written evidence to support the business use mileage?			
Is the vehicle leased?			

****If you would like to compute the deduction of actual expenses, please provide the following for the year. The greater of actual or standard deduction will be used for tax purposes.**

Actual Deduction	Vehicle #1	Vehicle #2	Vehicle #3
Expenses			
Gas			
Oil			
Repairs			
Insurance			
Vehicle Registration			
License			
Other			
Vehicle Cost			