



**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.

| <b>Standard Deduction</b>   | <b>Vehicle #1</b> | <b>Vehicle #2</b> | <b>Vehicle #3</b> |
|---|-------------------|-------------------|-------------------|
| Make and Model of Vehicle   |                   |                   |                   |
| Date first began using in business  |                   |                   |                   |
| Odometer Readings   |                   |                   |                   |
| Beginning of year   |                   |                   |                   |
| End of year   |                   |                   |                   |
| Total Vehicle Miles   |                   |                   |                   |
| Number of 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.**

| <b>Actual Deduction</b> | <b>Vehicle #1</b> | <b>Vehicle #2</b> | <b>Vehicle #3</b> |
|-------------------------|-------------------|-------------------|-------------------|
| Expenses                |                   |                   |                   |
| Gas                     |                   |                   |                   |
| Oil                     |                   |                   |                   |
| Repairs                 |                   |                   |                   |
| Insurance               |                   |                   |                   |
| Vehicle Registration    |                   |                   |                   |
| License                 |                   |                   |                   |
| Other                   |                   |                   |                   |
| Vehicle Cost            |                   |                   |                   |