

IMPORTANT – PLEASE COMPLETE 2011 Vehicle Expense Worksheet

The IRS has informed us that they are focusing on vehicle expense deductions in future audits. It is very important that you understand the rules regarding vehicle expense. Publication 463 says the following: "If you deduct travel, entertainment, gift or transportation expenses, you must be able to prove certain elements of expense You cannot deduct amounts that you approximate or estimate." In addition, we are required to answer the following three questions on your behalf on your tax return. Please answer those questions and sign as indicated.

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|---|------------------------------|-----------------------------|
| Do you have another vehicle available for personal use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have evidence to support your deductions?
(If No, no deduction is allowed) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, is it written? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 for 2011:		
a. Jan 1-June 30 (standard rate is 51¢)	_____	_____
b. July 1-Dec.31 (standard rate is 55.5¢)	_____	_____
2. Commuting miles for 2011	_____	_____
3. Personal miles for 2011	_____	_____
Total miles for 2011 (Add 1a +1b + 2 + 3)	_____	_____
Parking Fees and Tolls	\$ _____	\$ _____
License Plates (tabs)	\$ _____	\$ _____
Other Operating Expenses (not necessary if using standard mileage method) i.e.; gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.	\$ _____	\$ _____
Interest on Loan, or Lease Payments	\$ _____	\$ _____

If you take the standard business mileage deduction, please note: The 2012 standard mileage rate is 55.5¢ per mile.