

**BUSINESS USE OF VEHICLE WORKSHEET:** *Please complete if you used your vehicle for business as an employee, statutory employee, sole proprietor, and/or rental property owner.*

<b>Person Claiming Deduction:</b> <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse	<b>Occupation Or Activity:</b>	
	Vehicle 1	Vehicle 2
Description - ( <i>make &amp; model</i> )		
Check Only One:		
Auto under 6,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Light truck / van / SUV under 6,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Truck or van over 6,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Heavy SUV Over 13,000 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Truck tractor for over-the-road use	<input type="checkbox"/>	<input type="checkbox"/>
Date Placed In Service		
Value At Time Placed In Service	\$	\$
Ownership	<input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Employer Owned	<input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Employer Owned
If applicable, did employer provide reimbursement? <i>- If so, is it shown on W-2?</i>	\$	\$
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is vehicle available for personal use during off-duty hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you (or spouse) have another vehicle for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have written evidence to support this deduction? ( <i>diary, ledger, mileage log, etc.</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this vehicle depreciated in a prior year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you sale or retire this vehicle during the tax year? <i>If so, enter details on Disposition of Business Asset Worksheet</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>STANDARD MILEAGE RATE</b> – <i>Complete summary to help determine business use percentage. <b>BGGE's Mileage Log Tracker is available upon request.</b></i>	<b>ACTUAL VEHICLE EXPENSES</b> – <i>Retain for your records receipts, invoices and other documentation to show cost and establish the identity of the vehicle for which the expense was incurred.</i>
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Mileage Summary	Vehicle 1	Vehicle 2	Gas, Lube, Oil	\$	\$
For Employer	mi	mi	Repairs & Maintenance	\$	\$
For Job Seeking Activities	mi	mi	Tires, Batteries, etc.	\$	\$
To Professional & Union Meetings	mi	mi	Insurance	\$	\$
Between 1 <sup>st</sup> & 2 <sup>nd</sup> Job	mi	mi	Auto Club, Towing, Warranty	\$	\$
To/From Job & School	mi	mi	Smog Certificate	\$	\$
Temporary Job Site	mi	mi	Loan Interest ( <i>not employee</i> )	\$	\$
Local Self-Employment Business Errands	mi	mi	Auto License, Tags	\$	\$
Away From Home Business Travel	mi	mi	Personal Property Tax	\$	\$
For Rental Property Activity	mi	mi	Lease Payments	\$	\$
Investment & Tax Preparation	mi	mi	Wash & Wax	\$	\$
<b>Total Business Miles</b>	mi	mi	Garage Rent	\$	\$
Total Charity Miles	mi	mi	Other	\$	\$
Total Medical Miles	mi	mi	Other	\$	\$
Total Other Personal Miles	mi	mi	Other	\$	\$
Commuter Miles Computation ( <i>to work or place of business</i> )			Parking ( <i>not at place of employment</i> ) & Tolls	\$	\$
Daily Average Round-Trip Commute Miles			<b>Total</b>	\$	\$
X (times) # Days per year			<i>Notes: With exceptions, you may qualify to choose between the standard mileage rate method and actual expenses method after determining which one provides you with the largest allowable deduction. A mileage log should be maintained regardless of what method you use.</i>		
Total Commute Miles	mi	mi			
<b>Total Miles Driven This Year</b>	mi	mi			
or Odometer Reading					
At Beginning Of Year	mi	mi			
At End Of Year	mi	mi			
<b>Parking (<i>not at place of employment</i>) &amp; Tolls</b>	\$	\$			