

Auto Expense Form

Vehicle 1

Make, Model, and Year:	
Date Received or Purchased	
Date Placed in Service	
Odometer at beginning of the year	
Odometer at the end of the year	
Business Miles During the Year	
Personal Miles During the Year	

Questions for All Taxpayers Claiming Auto Expenses:	YES	NO
Do you have evident to support your deductions?		
If yes, is your evidence written?		
Do you (or your spouse) have another vehicle available for personal use?		
Were you reimbursed for any of the above auto expenses?		

Vehicle 2

Make, Model, and Year:	
Date Received or Purchased	
Date Placed in Service	
Odometer at beginning of the year	
Odometer at the end of the year	
Business Miles During the Year	
Personal Miles During the Year	

Questions for All Taxpayers Claiming Auto Expenses:	YES	NO
Do you have evident to support your deductions?		
If yes, is your evidence written?		
Do you (or your spouse) have another vehicle available for personal use?		
Were you reimbursed for any of the above auto expenses?		

Recordkeeping: Your automobile expenses will not be allowed by the IRS without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of an audit. We recommend that you keep a copy of your mileage log and oil change records with your tax returns for 7 years.

Sign: _____

Date: _____