



**BUSINESS VEHICLE WORKSHEET**

**Vehicle Information**

If you will be deducting **ANY** vehicle expenses in connection with your Sole Proprietor Business (Schedule C) or Rental Property, we will need the following information

<b>Vehicle Year</b>	<b>Make</b>	<b>Model</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total miles for the year</b>	<b>Total business miles for the year</b>	<b>Date placed for business use</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Parking and/or Toll expenses for the year

Was your vehicle available for personal use during off-duty hours?  YES  NO

Do you (or your spouse) have another vehicle available for personal use?  YES  NO

Do you have sufficient evidence to justify the business miles?  YES  NO

**You must have a vehicle log or similar tracking to deduct.**

**Purchase or Lease Information**

If vehicle is purchased **by the business** please fill out the following information ( **include copy of purchase contract**)

<b>Purchase or Lease</b>	<b>Purchase or Lease amount</b>	<b>Date purchased</b>	<b>Gross vehicle weight (info inside driver door)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Vehicle Expenses**

<b>Gas Expenses</b>	<b>Repairs &amp; Maintenance</b>	<b>Insurance Expense</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby certify that I have the required evidence (preferably a written log book) to substantiate the business use or mileage claimed. C.A.T.S. Tax Service, Inc. has explained all of the record keeping requirements for vehicle expenses claimed and also the consequences for failing to keep such records including full or partial disallowance of the expenses which will result in additional taxes, interest and penalties.

<b>Taxpayer signature</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>