

WELLER CONSULTING

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2018 Car and Truck Expenses Organizer

Business or W2 vehicle used for _____

Please note the IRS requires that the evidence of business use be in a written format.

| General Information | Vehicle 1 | Vehicle 2 | Vehicle 3 |
|---|--|--|--|
| 1. Description of vehicle | _____ | _____ | _____ |
| 2. Date placed in service | _____ | _____ | _____ |
| 3. a. Ending mileage reading | _____ | _____ | _____ |
| b. Beginning mileage reading | _____ | _____ | _____ |
| c. Total miles for year (line 3a less line 3b) | _____ | _____ | _____ |
| 4. Business miles | _____ | _____ | _____ |
| 5. Total commuting miles | _____ | _____ | _____ |
| Standard Mileage Rate | | | |
| 6. Do you qualify for standard mileage (preparer use only) | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Is this a leased vehicle | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Actual Expenses | | | |
| 8. Gasoline, oil, repairs, insurance, etc | _____ | _____ | _____ |
| 9. Vehicle registration (excluding property tax) | _____ | _____ | _____ |
| 10. Vehicle lease or rent | _____ | _____ | _____ |
| 11. Parking fees, tolls and local transportation | _____ | _____ | _____ |
| 12. Interest payments on vehicle | _____ | _____ | _____ |
| Depreciation/Dispositions | | | |
| 13. Cost or basis | _____ | _____ | _____ |
| 14. Is this an electric vehicle | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Date sold | _____ | _____ | _____ |
| 16. Date acquired (if different than line 2) | _____ | _____ | _____ |
| 17. Sale price | _____ | _____ | _____ |
| Vehicle Questions | | | |
| 18. Is another vehicle available for personal use | _____ | _____ | _____ |
| 19. Was vehicle available during off duty hours | _____ | _____ | _____ |
| 20. Was vehicle used by a greater than 5% owner or related person | _____ | _____ | _____ |
| 21. Do you have evidence to support the business use claimed* | _____ | _____ | _____ |
| 22. If Yes is the evidence in writing* | _____ | _____ | _____ |