

WELLER CONSULTING

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2011 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*	_____	_____	_____