

Vehicle Recap – Mileage Recorder
(Required each year regardless of method)

*Vehicle expenses can be deducted using the standard mileage allowance or actual expense method. The method used for each vehicle must be consistent for all future years once a deduction for a vehicle has been taken. If change is necessary please schedule a consultation to discuss the change with your preparer.

		Odometer				
	<u>Description:</u>	<u>Beginning:</u>	<u>Ending:</u>	<u>Total Miles:</u>	<u>Business Miles:</u>	<u>Business Description:</u>
Ex:	2003 Ford F250	125,000	165,000	40,000	35,463	Carpentry Business
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____

The above represents vehicle usage that has been honestly documented with **written mileage logs**. I will maintain these logs and be sure they are available for review in case of audit by a government entity. I am aware that if this is not accurate or the records are not available upon audit that I will owe additional taxes, penalties, and interest.

Signature: _____ Date: _____

Vehicle Recap (Use only if claiming under the actual expenses method)

*Vehicle expenses can be deducted using the standard mileage allowance or actual expense method. The method used for each vehicle must be consistent for all future years once a deduction for a vehicle has been taken. If change is necessary please schedule a consultation to discuss the change with your preparer.

<u>Vehicle:</u>	<u>Amount Paid for each of the following categories (vehicle specific)</u>					<u>Interest:</u>
	<u>Fuel:</u>	<u>Repairs:</u>	<u>Insurance:</u>	<u>Registration:</u>		
Vehicle #1 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #2 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #3 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #4 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #5 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #6 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #7 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #8 from pg. 1:	_____	_____	_____	_____		_____
Vehicle #9 from pg. 1:	_____	_____	_____	_____		_____

The above represents actual expenses for each vehicle from my records. I will maintain receipts and other records to substantiate the above and make them available for review in case of audit by a government entity. I am aware that if this is not accurate or the records are not available upon audit that I will owe additional taxes, penalties, and interest.

Initials: _____