

Vehicle Mileage Organizer

(Required every year regardless of deduction method)

New for 2025 If you paid interest on a qualified vehicle loan, please complete our separate No Tax on Car Loan Interest Organizer.

Mileage Logs must be maintained to claim deductions for vehicle-related expenses. This is true regardless of the deduction method used. Claiming vehicle expenses without adequate mileage logs will likely result in significant corrections, penalties, and interest upon review/audit. Vehicle-related expenses are considered a highly enforced area by the IRS.

Deductions for vehicle related expenses can be deducted using (a) standard mileage method or (b) actual expense method. The method used for each vehicle must be used for all future years for that vehicle. If you prefer actual expense method please schedule a consultation.

In most cases the standard mileage method is optimal for small business owners due to the reduced vehicle-specific record-keeping requirements (gas for vehicle #1 does not need to be tracked separately from gas for vehicle #2 for example), lack of special reporting required if/when the vehicle falls below 50% business use or if/when the vehicle is converted to full personal use. The sale of any vehicle with prior business use must be reported similar to the sale of other business assets, regardless of method.

When claiming the standard mileage allowance, you can deduct an amount equal to the (a) standard mileage allowance for the year multiplied by the number of business use miles, plus (b) a percentage of interest paid, plus (c) a percentage of vehicle license tax paid, plus (d) business-related tolls and parking fees. Please provide the following to calculate vehicle-related expense deductions:

	Odometer		Business Use Miles			
<u>Description:</u>	<u>Beginning:</u>	<u>Ending:</u>	<u>Total Miles:</u>	<u>portion of total:</u>	<u>Activity Description:</u>	<u>Interest Paid:</u>
Ex: 2003 Ford F250	125,000	165,000	40,000	35,463	Carpentry Business	\$ 404.73
1. _____	_____	_____	_____	_____	_____	\$ _____
2. _____	_____	_____	_____	_____	_____	\$ _____
3. _____	_____	_____	_____	_____	_____	\$ _____
4. _____	_____	_____	_____	_____	_____	\$ _____

*Parking fees & tolls for business-related trips can be added to the standard mileage deduction. Total parking/tolls: \$ _____

The above represents vehicle usage that is documented in writing, like on mileage logs. I will maintain these logs and be sure they are available for review in case of audit. I am aware that if this is not correct or the records are not available upon audit, I am responsible.

Signature: _____ Date: _____