

Vehicle Expense Worksheet

Please fill out separate form
for each vehicle.

Client Name: _____

Tax Year: _____

Vehicle	
Make & Model	
Year of Vehicle	
Date Vehicle (placed in Service)	

Actual Expenses	
Gasoline	
Insurance	
Oil & Lube	
Repairs	
Tires	
License & Registration	
Auto Club - (AAA, etc.)	
Emissions Testing	
Parking	
Tolls	
Other:	
Other:	

Odometer readings	
Beginning of Year	
End of Year	
Total Miles (end-begin)	
Business Miles	
Commuting Miles	
Average Daily Commuting Miles	
Personal Miles	
Do you keep mileage Log? (Y/N)	
If No, How do you keep track?	

Purchased Vehicles	
Purchased Vehicle? (Y/N)	
Date Purchased	
Owned or Financed?	
Loan Balance - (as of 12/31)	
Interest paid - current year	
Date Sold	
Sales Price	

Leased Vehicles	
Leased Vehicle? (Y/N)	
Date Leased	
Monthly Lease Payment	
Date of Final Payment	
Other:	

I hereby certify that I have forwarded this vehicle information to J&B Tax Accountants, Inc and, to the best of my knowledge and belief, the information provided is true, current and complete.

Signature: _____
Date: _____

Other Info: (Notes)

Use this worksheet to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary". Please see the attachment to this worksheet for further details on the deductions.

Prepared By: _____

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