



Vehicle Expense Worksheet

As with all our forms, you may submit this information electronically using our secure online submit forms. Using this PDF as a work paper and submitting the information electronically is a convenient way of sending your information. Our PDFs are not fillable.

And all online submit forms are converted to a text file and saved in your client portal for historical purposes. You can access our online submit forms here-

<https://aligaenaccounting.com/tax-documents>

Mileage Information

Vehicle #1

Vehicle #2

Year, Make and Model

Start Date for Business Use

End Date for Business Use (if applicable)

Odometer on Dec 31 or End Date

Odometer on Jan 1 or Start Date

Personal Miles

Commuting Miles

Business Miles*

* Business miles will be the difference of ending odometer less starting odometer, personal miles and commuting miles.

Briefly describe how this vehicle(s) is used in conjunction with your job or small business below-

Actual Expenses

Do you think your actual expenses will exceed the mileage rate (currently 58 cents per mile for 2019)? Before you say Yes, consider that you can only deduct the business portion of your actual expenses. For example, you drive 10,000 miles and 2,500 miles were for business, a total of 25%. A set of tires for \$600 will only yield a \$150 deduction (25%). Having said this please list your costs associated with gas, oil, tires, service and repairs, modifications, insurance, lease payments and titling below. Generally speaking, the mileage rate will still exceed actual expenses, but we can deduct the higher of the two. Regardless, you still must submit the miles above in addition to expenses.

Mandatory IRS Due Diligence

Do you have another vehicle available for personal use?	YES	NO
Do you have written evidence or a mileage log?*	YES	NO
Were you reimbursed for any travel expense including mileage?	YES	NO
Is the vehicle(s) in your name (or spouse) or business?	ME/SPOUSE	BIZ

Mileage Log

Mileage is one of the most incorrectly deducted expense, and therefore it is one of the most scrutinized by the IRS. Easy money for them. First, you need to prove you own the vehicle(s). Next, you need to keep track of your beginning and ending odometer readings. It is a good idea to make copies of service invoices such as Jiffy Lube since these companies record odometer readings. Lastly, you need to keep track of the date, the business miles driven and the business connection.

We do not normally need to see your mileage log. In some cases, we might. We always suggest using a smartphone app to track your mileage via GPS which also emails you a mileage log compilation. Very nice. Remember, a written log is required to be maintained by you, and can be requested anytime by the IRS during an examination. Memories grow short- keep up with this requirement.

Lease

Leased vehicles have a lease inclusion which reduces your deduction by a few dollars. But, this inclusion only affects you if you use actual expenses versus the mileage rate. If you believe your actual expenses will exceed the mileage rate, AND this vehicle is leased, please provide the purchase price, the purchase date, and the term (length) of the lease below-

Loan Interest, Taxes

Even if you use the mileage rate as your method of deduction, the loan interest paid on your vehicle is deductible to the extent of business use. For example, if your interest was \$5,000 and the business use was 10% (using miles) then you receive another \$500 deduction on top of your mileage rate. Wait! There is more. We deduct the tax portion of your auto registrations with your mileage deduction to reduce your self-employment taxes even more. Therefore, we need two numbers. We need the loan interest paid on your vehicle for the tax year AND the taxes associated with your auto registrations below-

Disclosure

I(We) verify that the information provided in this **Vehicle Expense Worksheet** is accurate and complete. I(We) understand it is my(our) responsibility to include any and all information concerning income, deductions and other information necessary for the preparation of my (our) personal income tax return.

Taxpayer Signature _____ Date_____

Printed Name _____

Spouse Signature _____ Date_____

Printed Name _____

Please call or email us anytime with your questions and concerns. Thank you in advance, and we look forward to working with you!

Aligaen Accounting, LLC