

Year

AUTO EXPENSES

Name

Husband
 Wife

YES NO

Do you **own** the car to which these expenses apply?

Auto expenses are deductible when your personal car or truck is used for business purposes, whether you are self employed or work for someone else.

An allocation between the total mileage driven in the period of business use and the business miles driven is necessary whether you use the actual cost method or take the standard allowance.

You should consider the actual cost method, which requires more detailed record keeping than simply maintaining a record of business miles driven. Recent figures indicate costs to operate a standard car are almost twice the standard allowance. As always, good record keeping habits can result in substantial federal and state savings.

AUTO USED FOR BUSINESS DURING YEAR			
From	-	-	To
	-	-	

BEGINNING ODOMETER

ENDING ODOMETER

Total Mileage This Vehicle For Year **mi.**

REIMBURSEMENT FOR AUTO EXPENSES	YES	NO
Were you reimbursed for your auto expenses? If yes, amount <input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the amount included in your W-2 Form?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a 1099 for the reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL BUSINESS MILEAGE	
DAILY MILEAGE TO/FROM WORK	
TOTAL COMMUTING MILEAGE	
PARKING FEES/TOLLS	

A separate Organizer should be used for each business and/or each car.

ACTUAL COST METHOD (Enter in Full)	
Lease Fees (bring lease papers)	\$
Gas, Oil, Lubrication	
Insurance Costs	
Taxes Excess of Registration Fee	
Registration Fee	
Tires and Repairs	
Finance Charges and Interest	
Washing and Polishing	
Auto Club Fees and Dues	
Other: <input style="width: 100px;" type="text"/>	
Other: <input style="width: 100px;" type="text"/>	
Other: <input style="width: 100px;" type="text"/>	

AUTO INFORMATION		
Make of car	<input style="width: 80%;" type="text"/>	
Model of car	<input style="width: 80%;" type="text"/>	
Date of purchase	-	-
Cost of car (bring contract)	\$	
Trade-in allowance (if purchased this year)		
Is another vehicle available for personal use?	YES	NO

CLIENT'S STATEMENT

For the tax return that this statement covers, I have written auto expense records. I further state that no adjustment has been made by the Internal Revenue Service to any auto expenses claimed by me within the last three years from the date of this document. If such adjustment has been made, I have submitted my auto expense records to my preparer in order that they may be reviewed to ensure that they comply with the requirements of Code Section 274(d).

Client's Signature: _____ Date _____