

## 2021 TAX YEAR CAR and TRUCK EXPENSE WORKSHEET

**Vehicle Information**

(Complete for **all** vehicles)

**Vehicle 1**

**Vehicle 2**

**Vehicle 3**

1. Make & model of vehicle.....
2. Date placed in service.....
3. Type of vehicle.....
4. a) Ending mileage reading.....  
 b) Beginning mileage reading.....  
 c) **Total miles** for the year.....
5. Business miles for the year.....
6. Commuting miles for the year.....
7. Other personal miles for the year.....




8. Is another vehicle available for personal use?.....  
 (Circle Yes or No)
9. Was the vehicle available for personal use during off-duty hours?.....  
 (Circle Yes or No)
10. Was the vehicle used primarily by a more than 5% owner or related person?.....  
 (Circle Yes or No)
11. a) Is there evidence to support the business use claimed?.....  
 (Circle Yes or No)
- b) If 'YES' is the evidence written?.....  
 (Circle Yes or No)

YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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**Standard Mileage Rate**

12. Does vehicle qualify for standard mileage rate?.....  
 (Circle Yes or No)
13. Was the vehicle leased?.....  
 (Circle Yes or No)
14. **Standard mile deduction** .....

YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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YES/NO
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**Actual Expenses**

15. Expenses:
  - a) Gasoline, oil, repairs, insurance, etc.....
  - b) Vehicle registration, license (excluding property taxes).....
  - c) Vehicle lease or rental fees.....
  - d) Parking and tolls.....


