

2023 BUSINESS USE OF VEHICLE WORKSHEET (PERSONALLY-OWNED VEHICLES)

Name _____

Date _____

Name of Business (Company) Vehicle Use In

Description of Vehicle

“Personally-Owned” vehicles are those vehicles titled in your individual name and NOT the name of the business.

Is this vehicle titled in your personal name? Yes No

If the vehicle is titled in the name of the business, **STOP HERE** and complete the 2021 Business Use of Company-Owned Vehicle Worksheet.

1. Was the vehicle purchased this tax year? If yes, provide purchase documentation.
2. If there is a balance outstanding on a vehicle loan at the end of the tax year, provide the end of year loan statement

Mileage Information (REQUIRED)

(Summarized from your mileage log detail) ***

Odometer reading (beginning of year) _____

Odometer reading (end of year) _____

Total Miles _____

 Commuting miles _____

 Personal miles _____

 Business Miles _____

Actual Expense Method (Provide only for “Actual” method)

Gas (Fuel) _____

Repairs / Maintenance _____

Tires & Supplies _____

Insurance _____

Lease Payments _____

Taxes and Registration _____

Interest (Loan) _____

Parking _____

Tolls _____

Total Expenses _____

ALL of the Mileage Information above is required to claim vehicle deductions.

(Complete a separate worksheet for each vehicle)

*** The IRS requires taxpayers to maintain a vehicle mileage log to substantiate deductions related to the business use of a vehicle company-owned vehicle.