



Helping You Keep More of What You Earn

## Important Information about Auto Expenses

- 1) You must keep some sort of log (Actual mileage log, appointment calendar showing business miles driven, manual or electronic).
- 2) You need the odometer reading at the beginning and end of year (IRS may request oil change, repair or new tire receipts that have the odometer mileage on them).
- 3) Driving to or from home, to the office/ place of business, or to a customer/ client's business, is not consider business mileage and is non-deductible commuting mileage.
- 4) Interest on the auto loan is not deductible if you are an employee.
- 5) If you purchased or sold a vehicle, we need the purchase/ sale invoice **AND** finance agreement.
- 6) If you leased a vehicle, we need the lease agreement.
- 7) If you purchased a non-business vehicle, the sales tax paid is an addition to the sales taxes we are deducting using an IRS table.  
How much is it? \$ \_\_\_\_\_
- 8) If you use the standard mileage rate we don't need the detailed expenses but must have all the mileage information.
- 9) Parking fees, tolls and interest are in addition to the standard mileage rate (Interest only if you are self employed or the owner of an incorporated, or LLC or partnership business entity- not for an employee).

1. Do you own more than one (1) vehicle?  Yes  No
2. Do you keep a log book?  Yes  No
- (You must in order to deduct Auto Expenses)**
3. Do you have another vehicle available for personal use?  Yes  No
4. Does your employer provide the vehicle?  Yes  No
5. Are you reimbursed by your employer?  Yes  No
6. If reimbursed, is the payment included in W-2?  Yes  No
7. Are your records written or oral?  Written  Oral

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