

Auto Expense Worksheet
(Business use of personal vehicle)

Description of Vehicle _____
Date placed in service (if new) _____
Total miles for the year _____
Business miles included above _____
Personal miles included above _____

ACTUAL EXPENSES

Registration _____
Gas, oil & repairs _____
Interest Paid _____
Parking tolls _____

Do you have evidence to support business use? Yes No
Is the vehicle available off duty hours? Yes No
Was the vehicle used primarily by a >5% owner? Yes No
Is another vehicle available for personal use? Yes No

Home Office Worksheet

(If used for business and no other location is available)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

Mortgage Interest/Rent _____
Real Estate Taxes _____
Insurance _____
Utilities _____
Repairs & Maintenance _____
Other _____

DIRECT EXPENSES (specific to office space)

Utilities (metered separately) _____
Repairs & Maintenance _____