

**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 \_\_\_\_\_