

# MILEAGE WORKSHEET

NAME \_\_\_\_\_

2022

In order to take actual or the standard mileage rate you **MUST** keep a mileage log. **Please bring your log with you to your appointment in case there is a question. The IRS will require the written proof if ever audited.** If you will be deducting any expenses of operating an automobile or light truck in connection with your **BUSINESS**, we will need:

NOTE: If you used more than one vehicle, we will need the same information for each vehicle.

An Explanation of Business Use: \_\_\_\_\_  
The YEAR & MAKE of vehicle: \_\_\_\_\_  
Date Purchased and the Total Original Cost: \_\_\_\_\_

### SUBSTANTIATION REQUIREMENTS:

Do you Lease or Own this vehicle?  LEASE  OWN  
Was the vehicle available for personal use during off duty hours?  YES  NO  
Do you or your spouse have another vehicle available for personal use?  YES  NO  
Do you have sufficient evidence to justify the business miles?  YES  NO  
If 'YES' can you provide or will you be able to provide a "written" log?  
(If you answer "NO" to this question, we cannot use any business use mileage on your tax return.)  YES  NO

### DISCLOSURE REQUIREMENTS:

Your Odometer Reading on 1/1/2022 \_\_\_\_\_  
Your Odometer Reading on 12/31/2022 \_\_\_\_\_  
Your TOTAL MILES (Line 2 minus Line 1) \_\_\_\_\_

	Before June 30	After July 1
Your Total <b>BUSINESS</b> miles	<input type="text"/>	<input type="text"/>

Your Total **Personal/Other** miles \_\_\_\_\_

Cost of **BUSINESS** tolls & parking in 2022 \_\_\_\_\_

The amount of interest paid on any loan secured by this vehicle \_\_\_\_\_

*I hereby certify that I have adequate written receipts, records, cancelled checks, and books to substantiate all expenses claimed. Accurate Tax has explained all of the recordkeeping requirements for these expenses and also the consequences for failing to keep the records, including full or partial disallowance of the expenses which will result in additional taxes, interest and penalties.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## UNDERSTANDING THE RULES OF CAR & TRUCK EXPENSES

If you use your car for business purposes, you may be able to deduct car expenses. You generally can use one of two methods to figure your car expenses - ACTUAL or the STANDARD MILEAGE RATE.

*Whether you use actual or the standard mileage rate, you must keep records* to show when you started using your car for business along with your cost or other basis of your car. Your records must also show the **BUSINESS** miles and the **TOTAL** miles you drove your car during the year. **Your mileage log should indicate where you went, who you saw and your business purpose along with the number of miles traveled.** If you use your car for both business and personal purposes, your expenses will be divided between business and personal use.

If you are self employed and have an “office-in-the-home”, you are allowed to take the mileage from your home for any business miles. If you do not have an “office-in-the-home”, you cannot take the mileage from your home to the first stop or from your last stop to home. These are considered commuting miles and are not deductible.

Hauling tools or instruments in your vehicle while commuting to and from work DOES NOT make your commuting costs deductible. The use of your car to display material that advertises your business DOES NOT change the use to business, nor does making business calls on your car phone while commuting to work. Fines for traffic violations are also not deductible.

If you are leasing a car that you use in your business, you can deduct the part of the lease payment that is for the business use of the vehicle. You cannot deduct any payments you make to “buy” a car even if they are called lease payments. You can also choose the standard mileage rate for leased vehicles instead of actual expenses.

If you deduct **ACTUAL EXPENSES**, you must keep records of the costs of operating the car **as well as** your mileage. Interest on car loans are NOT deductible if you have no self employment income. This interest is considered personal interest and is not deductible. By choosing to deduct Actual Expenses and depreciate your vehicle, it reduces your cost of the vehicle. When you sell your car, you will need to report the sale on your tax return. You may show a profit on the sale, causing a taxable event. By trading in your car, the cost basis in your new vehicle will be reduced by the depreciation taken on the old car. One rule the IRS never forgets - If you receive a benefit today, you will pay for it later!

The **STANDARD MILEAGE RATE** is the most commonly used method. This option requires less paperwork and recordkeeping than the actual method. If you want to use the standard mileage rate, you must choose to use it in the first year that you place your car in service. The standard rate assumes that all of your car expenses are included in the rate allowed. Included in this rate is also an allowance for depreciation (currently 26 cents per mile for 2022). In addition to the standard rate, you can deduct any business-related parking fees and tolls. You are also allowed interest paid on your loan.

### **IF YOU ARE USING ACTUAL EXPENSES**

If you think that **ACTUAL EXPENSES** may give you a larger deduction, **or for any vehicles that are “REQUIRED” to use actual expenses**, please provide a separate sheet a paper with all of your actual expenses such as: Gasoline, Insurance, Licenses, Oil Changes, Repairs, etc.

**DON'T FORGET TO SIGN THE CERTIFICATION ON THE OTHER SIDE OF THIS WORKSHEET**