



# PESHKEFINANCIAL

Making Finances Simple. Changing Lives.

## BUSINESS USE OF VEHICLE WORKSHEET: \_\_\_\_\_ tax year

**STEP 1:** Determine how you'll be able to complete this worksheet

- **Mac Users:** You likely cannot use the "Fill-In" feature. If so, you'll have to print & manually complete entries.
- **Others:** You should be able to use "Fill-In" feature. Before beginning, save file to your desktop with new name.

**STEP 2:** Understand IRS rules on Business Use of Vehicle deduction eligibility, as follows

- Travel from Home to...
  - Regular Workplace (*commute*) - NOT deductible
  - Second Job - NOT deductible
  - Temporary Workplace (*there < 1 yr.*) - Deductible only if you have regular/main job at another location
- Travel from Regular Workplace to...
  - Second Job - Deductible
  - Temporary Workplace (*there < 1 yr.*) - Deductible
- Travel from Second Job to...
  - Temporary Workplace (*there < 1 yr.*) - Deductible

**STEP 3:** Complete sections below, as follows

- Below is for "Standard Mileage" method only. If using "Actual Expenses" method, [Contact Us](#) for details.
- Feel free to use our Mileage Log - [Click here](#). NOTE: in event of audit, the IRS will require you to provide a log.

### BUSINESS INFO:

Owner's Last Name, First Name	
Business Name ( <i>if applicable</i> )	
Business Profession ( <i>product/service description</i> )	

### VEHICLE INFO:

#### VEHICLE #1:

#### VEHICLE #2:

Vehicle Description ( <i>year, make, &amp; model</i> )		
Biz Use Start Date/End Date ( <i>"present" if still used for biz</i> )	/	/
Do You Own, or Lease The Vehicle?	<input type="checkbox"/> Own <input type="checkbox"/> Lease	<input type="checkbox"/> Own <input type="checkbox"/> Lease
Value of Vehicle ( <i>upon being placed in service for biz</i> )	\$	\$
Total Miles Driven for Year ( <i>personal AND business</i> )		
Total <u>Business</u> Miles Driven for Year ( <i>per Step 2 above</i> )		
Total <u>Personal</u> Miles Driven for Year		
Parking Fees & Tolls	\$	\$
Vehicle Loan Interest / Lease Payment Amount	\$	\$
DMV Registration <u>License</u> Fee ( <i>lookup tool: <a href="#">Click here</a></i> )	\$	\$
<i>If Vehicle Sold/Disposed, Provide Date</i>		
<i>If Vehicle Sold/Disposed, Provide Sales Price</i>	\$	\$