



Books by Kelly, LLC
 2018 Tax Organizer
 Business Vehicle Worksheet

If you used more than one vehicle for your business in 2018, you will need to complete a worksheet for EACH vehicle. You can not lump all business miles on the vehicle you drive most often.

Please note that in the event of an audit, you will be responsible to provide the written documentation proving the business miles driven in 2018.

You can count as business miles any trips for which the primary purpose was business. You must have written records of all business trips. Written records can include receipts, cancelled checks, credit card statements, photographs, etc.

Which business was this vehicle used in?: _____

Vehicle Information

Year/Make/Model of Vehicle:	_____	
License Plate Number:	_____	
Is this a leased vehicle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Vehicle Was First Used In Your Business (MM/DD/YY):	_____	
Odometer Reading on January 1, 2018:	_____	
Odometer Reading on December 31, 2018:	_____	
Business Miles Driven 1/1 to 12/31/18:	_____	
Is another vehicle available for personal use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was vehicle available during off duty hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What name is on the title of this vehicle?	_____	
Do you have evidence to support the business use claimed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the evidence written?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Expenses

Interest on Vehicle Loan:	_____	
Personal Property Tax (License Tabs):	_____	
Business Parking, Tolls or Ferry Fees:	_____	
Gas/Maintenance/Etc:	_____	only needed if claiming actual expenses
Insurance:	_____	only needed if claiming actual expenses
Lease Payments (if applicable):	_____	only needed if claiming actual expenses