

BUSINESS VEHICLE INSTRUCTIONS

Miles Driven section **MUST** be completed for every vehicle that is used for business. Actual expenses are **NOT** required if you are using the government's "standard mileage rate." However, they are generally required if you are using the actual expense method, or if you used the actual method the first year the vehicle was placed in service. If this is the first year of business use for the vehicle, provide a copy of the purchase or lease contract.

DO NOT complete this section or the Business Vehicle Expense section if your vehicle is used only for commuting to and from work and for personal travel.		Vehicle 1 <input type="checkbox"/> You <input type="checkbox"/> Spouse	Vehicle 2 <input type="checkbox"/> You <input type="checkbox"/> Spouse
Check if Vehicle Provided (owned) by Employer		<input type="checkbox"/>	<input type="checkbox"/>
Enter Reimbursement Provided by Employer			
Check if the Reimbursement Included in W-2		<input type="checkbox"/>	<input type="checkbox"/>
Description of Vehicle (make/model)			
Date Originally Acquired			
Parking - Business only (do not include parking at place of employment)			
BUSINESS MILES DRIVEN	Total Miles Auto Driven, Personal & Business (required)	mi	mi
	For Employer	mi	mi
	To Professional Meetings/From Job to School	mi	mi
	Between 1st & 2nd Job	mi	mi
	Jobseeking/Temporary Job Sites	mi	mi
	Investment/Tax Preparation	mi	mi
	Rental	mi	mi
	Self-employed Business	mi	mi
	Other:	mi	mi
	Average Round Trip Distance to Work (required)	mi	mi
Total Commuting for the Year (required)	mi	mi	

BUSINESS VEHICLE EXPENSES

Complete only if vehicle used for business.

Gasoline, Oil, Lubrication	
Repairs & Maintenance	
Tires, Batteries, etc.	
Insurance (DO NOT DUPLICATE ELSEWHERE)	
License & Taxes (DO NOT DUPLICATE ELSEWHERE)	
Interest (DO NOT DUPLICATE ELSEWHERE)	
Wash & Wax	
Lease Payments	
Other:	

AWAY-FROM-HOME EXPENSES

You Spouse

Airfare		
Auto Rental, Taxi, etc.		
Meals & Tips (enter 100% of expense)		
Lodging & Tips (do not include meals)		
Laundry		
Other:		

BUSINESS EXPENSE INSTRUCTIONS

Business expense deductions must be based on a log and/or other receipts and records. The combination of records should document the business purpose, date and time, place and amount. For business meals and entertainment, you must also document that (1) you discussed business during the meal, or (2) you had a substantial bona fide business discussion or activity before or after the meal/entertainment, or (3) you ate alone while out-of-town. You must also record the name and business relationship of each person entertained. Gifts are limited to \$25 per person per year. You may not deduct these expenses unless documented.

"OFFICE-IN-HOME" EXPENSES

To qualify, an "office in the home" must be used exclusively and on a regular basis (a) as your principal place of business, or (b) by patients, clients, or customers in meeting and dealing with you in a normal course of business. A home office will qualify as your principal place of business if: 1) You use it exclusively and regularly for the administrative or management activities of your trade or business, and 2) You have no other fixed location where you conduct substantial administrative or management activities of your trade or business, if you are an employee, the home office use must also be for the convenience of the employer.

Total Sq. Feet of:	Home	Office	Storage
Expenses:	Rent*	Utilities	Insurance
Condo or Management Fees		Other:	
Maintenance & Repairs: Office		Home in General**	

*If you own your home, provide purchase settlement statement and list of improvements to office.
**Roof, outside painting OK, not lawn care.

SECURITIES & PROPERTY SOLD

IRS matches gross proceeds from sale using the 1099-B. Many brokerage houses use substitute forms. All transactions must be reported even if there is no profit. IRS computer matches sales price.

IRS MATCH

Description	✓ If Inher.	Date Acquired	Date Sold	Selling Price	Original Cost

RENTAL INCOME & EXPENSES

If the property was purchased or converted to rental use this year, provide purchase settlement with statement and county tax bill. List business vehicle expenses and travel expenses in Business Mileage, Rental, this page.

Property	Address		
1			
2			
3			
Property	1	2	3
Income			
Advertising			
Cleaning & Maintenance			
Commissions			
Insurance			
Legal & Professional Fees			
Mortgage Interest Paid to Banks			
Other Interest			
Repairs: Carpentry, Hardware			
Electrical, Plumbing			
Paint & Decorating			
Supplies			
Taxes			
Utilities			
Wages & Salaries			
Condo or Management Fees			
Telephone (toll calls only)			
Improvements & Replacements	See Instructions Below		
Other:			
Number of Days Used Personally			

Improvements and Replacements include furniture, appliances, carpet, drapes, major repairs, or improvements. Provide a list with DESCRIPTION, DATE OF PURCHASE OR COMPLETION, and COST for each item.

SELF-EMPLOYED BUSINESS INCOME & EXPENSE

List business vehicle expenses and travel expenses in other column, this page.

	You	Spouse			
Gross Income					
Returns & Refunds	<	>			
Cost of Inventory at Beginning of Year					
Cost of Merchandise Purchased					
Cost of Items for Personal Use					
Cost of Inventory at End of Year					
Expense	You	Spouse	Expense	You	Spouse
Advertising			Rent (other)		
Bank Charges			Repairs		
Commissions			Seminars		
Dues & Pubs.			Supplies		
Entertainment (100%)			Taxes-Payroll		
Freight			Taxes-Sales		
Gifts (see business expense instructions)			Taxes-Property		
Insurance			Telephone		
Interest (mortgage)			Utilities		
Interest (other)			Wages (W-2)		
Legal/Profess.			Other:		
Office Expense			Other:		
Rent (equip.)			Equipment:		

Provide list including description, purchase date and cost.