

TAX ORGANIZER

Vehicle Information and Expenses

<u>Vehicle One</u>		
1.	Description of Vehicle	
2.	Is the vehicle used in a business or by an employee?	
3.	Cost (including sales tax)	
4.	Date placed in service	
5.	Business miles	
6.	Commuting miles (daily commuting miles times the number of trips to work)	
7.	Other personal use miles	
8.	Total miles driven	
9.	Gas and oil expenses	
10.	Repairs and maintenance	
11.	Auto insurance	
12.	Registration, licenses, and fees	
13.	Other auto expenses (identify)	
14.	Auto rentals	

<u>Vehicle Two</u>		
	What is the business use for vehicle	
2.	Is the vehicle used in a business or by an employee?	
3.	Cost (including sales tax)	
4.	Date placed in service	
5.	Business miles	
6.	Commuting miles (daily commuting miles times the number of trips to work)	
7.	Other personal use miles	
8.	Total miles driven	
9.	Gas and oil expenses	
10.	Repairs and maintenance	
11.	Auto insurance	
12.	Registration, licenses, and fees	
13.	Other auto expenses (identify)	
14.	Auto rentals	