

# BUSINESS/PERSONAL AUTO USE WORKSHEET

YEAR: 2016

Employee or Driver Name: \_\_\_\_\_

Description of Vehicle (year; model) \_\_\_\_\_

Date of Purchase (unless we already have record of it in our depreciation file): \_\_\_\_\_

Cost of Vehicle (if purchased this year): \$ \_\_\_\_\_

Odometer reading: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Was another vehicle available for personal use? YES NO

Was the vehicle available for off-duty personal use? YES NO

Do you have evidence to support your deduction? YES NO

**Is this evidence written?** YES NO

Are you an officer or owner of the company? YES NO

**Mileage information:** 1/01 – 12/31/16  
**54 cents per mile**

Total personal miles \_\_\_\_\_

Total business miles \_\_\_\_\_

Total miles \_\_\_\_\_

Prepared by \_\_\_\_\_ Date: \_\_\_\_\_

**If you have more than one business vehicle, please make copies of this worksheet.**

**If we add back the value of the personal use of your company auto to your W-2, we should receive this info immediately at the beginning of January.**

**If you have questions concerning the deductibility of vehicles, including the value of the personal portion in your income, or related rules, please call our office.**