Name NEW CLIENT SSN XXX-XX-XXXX

Business

Vehicle Information (Schedule C)

		Vehicle 1 - Current Year Amount	Vehicle 1 - Prior Year Amount	Vehicle 2 - Current Year Amount	Vehicle 2 - Prior Year Amount
1	Date vehicle was placed in service . . . 1				
2	Cost of vehicle 2				
3	Total miles driven for the year 3				
4	Business miles driven during the year . 4				
5	Commuting miles included on line 3 . . 5				
6	Parking fees and tolls 6				
7	Vehicle Interest 7				
8	Vehicle Personal Property tax 8				
Actual Expenses					
9	Gasoline, oil and repairs 9				
10	Vehicle Insurance 10				
11	Vehicle registration fees 11				
12	Vehicle lease or rental 12				
13	---------- 13				

		Vehicle 3 - Current Year Amount	Vehicle 3 - Prior Year Amount	Vehicle 4 - Current Year Amount	Vehicle 4 - Prior Year Amount
1	Date vehicle was placed in service . . . 1				
2	Cost of vehicle 2				
3	Total miles driven for the year 3				
4	Business miles driven during the year . 4				
5	Commuting miles included on line 3 . . 5				
6	Parking fees and tolls 6				
7	Vehicle Interest 7				
8	Vehicle Personal Property tax 8				
Actual Expenses					
9	Gasoline, oil and repairs 9				
10	Vehicle Insurance 10				
11	Vehicle registration fees 11				
12	Vehicle lease or rental 12				
13	---------- 13				

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DEDUCTABLE MILEAGE
You can use one of the following three scenarios to determine how many miles you can deduct. Keep in mind that **commuting is not deductable.**

If you have an office or regular place of business outside of your home, you may not deduct commuting miles to and from work, or to your first and from your last stop home, but you may deduct mileage to drive to and from different locations during the day.

If you have an office in your home that qualifies for a home office deduction because it is the principle place of business, a place you meet customers, store inventory or samples, or perform substantial administrative or managerial duties for your business, **all** of your business related mileage is deductable.

If you work at home but do not qualify for the home office deduction, the distance between home and your first stop and between your last stop and home are nondeductable commuting miles. You should plan to have your first and last stops close to home to maximize the mileage deduction. A trip to the bank, gas station, post office, or a nearby supplier can help increase deductable business miles.

The proof is in the documentation.

Parking and Toll Record

Date	Amount	Date	Amount

AUTO MILEAGE RECORD

Name _____

For the Period:

Beginning _____ Odometer reading

Ending _____ Odometer reading

Complements of:

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DATE	Business purpose, description, location, destination, etc.	ODOMETER READING		
		START	FINISH	BUS. MILES