

Díaz Koontz Business Services, Inc.

7 S New Warrington Rd

Pensacola FL 32507

(850) 458-9210

TAXPAYER'S NAME: _____

2015 DEDUCTIBLE BUSINESS AUTO/TRUCK EXPENSES

The Actual Cost or the Standard Mileage Rate is used to compute your car, van or light truck deductible business operating expenses. Generally, if you use the Standard Mileage Rate, the business vehicles must be four-wheeled, weigh less than 6,000 pounds, and be configured for passenger travel.

If the Standard Mileage Rate is used, you may still deduct parking fees, tolls, and in some cases loan interest and taxes. The Actual Cost Method requires you to maintain records of all expenses including gas, oil, repairs, insurance, tags, depreciation and loan interest for the entire year.

VEHICLE DESCRIPTION (Year & Make)	LEASED (Y / N)	IF ACQUIRED IN 2015 (Date) (Cost)	
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1. _____

Total Vehicle Miles Driven in 2015 _____ Commuting Mileage for 2015 _____

Business Miles _____ Medical Miles _____ Moving Miles _____ Charitable Miles _____

FOR THE AUTOMOBILE LISTED ABOVE, PLEASE ANSWER THE FOLLOWING:

Do you have evidence to support business mileage? _____ YES _____ NO

If YES, is this evidence written? _____ YES _____ NO

Do you provide vehicles for use by employees? _____ YES _____ NO

Do you have a written policy statement prohibiting:

All personal use of vehicles? _____ YES _____ NO

Personal use except for commuting? _____ YES _____ NO

Do you provide more than five vehicles and

Retain information concerning their use? _____ YES _____ NO

Do you treat all use by employees as personal? _____ YES _____ NO

Do you meet requirements regarding fleets or demonstrators? _____ YES _____ NO

Was the vehicle available for personal use? _____ YES _____ NO

Was the vehicle used by a 5% owner or related person? _____ YES _____ NO

Is another vehicle available for personal use? _____ YES _____ NO

This form must be completed and signed to take the vehicle expense deduction. Taxpayer certifies that he/she has a log to substantiate the expense.

SIGNATURE/ PRINT NAME: _____ DATE: _____