

VEHICLE INFORMATION			
Complete for all vehicles		Vehicle 1	Vehicle 2
1	Make and model of vehicle		
2	Date placed in service		
3	Type of vehicle		
4 a	Ending mileage reading		
b	Beginning mileage reading		
c	Total miles for the year		
5	Business miles for the year		
6	Commuting miles for the year		
7	Other personal miles for the year		
8	Percentage of business use		
9	Average daily commuting miles		
10	Months for special allocation. See Tax Help		
11 a	Is there evidence to support the deduction?	Yes [] No []	
b	If "Yes," is the evidence written?	Yes [] No []	
12	Is another vehicle available for personal use?	Yes [] No []	
13	Was the vehicle available for personal use during off-duty hours?	Yes [] No []	
Standard Mileage Rate			
14	Does vehicle qualify for standard mileage rate?	Yes [] No []	Yes [] No []
15	Was the vehicle leased?	Yes [] No []	Yes [] No []
16	Standard mileage deduction		