

MILEAGE STATEMENT

If you plan to claim business use of your motor vehicle, the Internal Revenue Service requires the following information. Please complete all questions, sign below and return to this office.

Year and make of vehicle: _____ **

Date Purchased: _____ **or leased:** _____

Original Cost: \$ _____

Lease payment (if applicable) and term _____

Odometer reading: 1/1/10 _____, 12/31/10 _____

Number of months vehicle was in service _____

Total miles driven in 2010 _____

Business miles driven in 2010 _____

Commuting miles driven in 2010 _____

Personal miles driven in 2010 _____

Questions asked by the IRS:

- | | | |
|---|-----|----|
| 1. Is another vehicle available for personal use? | Yes | No |
| 2. Was the vehicle available for personal use during off-duty hours? | Yes | No |
| 3. Was the vehicle used primarily by a more than 5% shareholder owner or related person? | Yes | No |
| 4. Is there evidence to support business use claimed? | Yes | No |
| 5. If the answer to #4 is yes, was the evidence written? (Log, appointment book, diary, etc.) | Yes | No |
| 6. Is the loaded weight over 6000 lb.? | Yes | No |
| 7. Is this vehicle financed? | Yes | No |

If so, what was the interest charged? \$ _____

8. Auto excise paid on this vehicle for 2010 \$ _____

9. Parking tolls, etc. related to this vehicle \$ _____

**** If more than one vehicle was used during the year, a separate sheet is required.**

(Taxpayer Signature)

(Date)

(Print Name)