

BUSINESS/PERSONAL USE OF VEHICLE WORKSHEET			
COMPANY NAME:		YEAR ENDED:	
	Vehicle 1	Vehicle 2	Vehicle 3
Model and year of vehicle			
If owned, cost of vehicle			
If leased, FMV at inception of lease			
If leased, amount of lease payments			
Date placed in service or date of lease			
Length of lease			
If sold or traded, date of disposal			
Sale price or trade-in allowance			
Driver of vehicle			
Annual Gross Wages - driver of vehicle			
Beginning of year odometer reading			
End of year odometer reading			
* Total miles driven for year			
* Total business miles driven for year			
* Total commuting miles driven for year			
* Total other personal (non-commuting) miles driven for year			
Other Questions for this vehicle:			
* Was vehicle available for personal use during off duty hours?	Yes / No	Yes / No	Yes / No
* Is another vehicle available for personal use?	Yes / No	Yes / No	Yes / No
* Do you have evidence to support business use of vehicle?	Yes / No	Yes / No	Yes / No
* Is the evidence written?	Yes / No	Yes / No	Yes / No
* Do you have a written policy statement on personal use of vehicle?	Yes / No	Yes / No	Yes / No
* Gasoline paid for by company?	Yes / No	Yes / No	Yes / No
* Is the vehicle used by a >5% owner or related person?	Yes / No	Yes / No	Yes / No
Please note:			
Some of the questions above may not pertain to your vehicle situation.			
(*) Indicated information that MUST be provided. We may need to call you for this information if not initially provided to us.			
The information shown above is true and accurate to the best of my knowledge. I have the detailed supporting documentation to support the summary information provided above for each vehicle in my care and can provide it if requested.			
Signature & Title	Date		