

FORM #4: AUTO EXPENSE INFORMATION SHEET

(USE ONE SHEET PER VEHICLE)

If you are unsure of the answer to any of these questions, please ask your preparer.

NAME:	SSN:
TYPE OF VEHICLE: MAKE/MODEL/YEAR:	
DATE PLACED IN SERVICE:	
DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?	YES NO
WAS YOUR VEHICLE AVAILABLE FOR USE DURING OFF-DUTY HOURS?	YES NO
DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION?	YES NO
VALUE OF VEHICLE WHEN PLACED IN SERVICE?	
IF "YES," IS THE EVIDENCE WRITTEN?	YES NO

(MANDATORY, EVEN IF CLAIMING ACTUAL EXPENSES)

ENTER THE # OF MILES YOU USED YOUR VEHICLE FOR:

2013

COMMUTING (GOING BACK AND FORTH TO WORK/HOME -LAST STOP, LAST STOP-HOME):	
BUSINESS (MEET CLIENTS, PICK UP SUPPLIES, OVERNIGHT BUSINESS TRIPS):	
OTHER (PERSONAL USE, EVERYTHING ELSE):	
PARKING FEES	
TOLLS	
INTEREST (on loan for the year, not payment)	

ACTUAL EXPENSES (only fill out if claiming actual expenses instead of mileage expense)

GAS (total for year)	
INSURANCE	
LICENSES	
OIL (total for year)	
LEASE PAYMENTS	
TOLLS (PERSONAL VEHICLE)	
PROPERTY or EXCISE TAX (for Oregon this is on a new vehicle only)	
INTEREST ON LEASE PAYMENTS	
PARKING FEES (PERSONAL VEHICLE)	
REPAIRS	
TIRES	
OTHER EXPENSES:	