

FORM #4: AUTO EXPENSE INFORMATION SHEET

(USE ONE SHEET PER VEHICLE)

NAME: _____ SSN: _____

TYPE OF VEHICLE:
DATE PLACED IN SERVICE:
DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?
WAS YOUR VEHICLE AVAILABLE FOR USE DURING OFF-DUTY HOURS?
DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION?
IF "YES," IS THE EVIDENCE WRITTEN?

ENTER THE # OF MILES YOU USED YOUR VEHICLE FOR:	Jan-June 2011	July-Dec 2011
Commuting (going back and forth to work):		
Business (meet clients, pick up supplies, overnight business trip):		
Other (personal use, everything else):		

EXPENSES

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