

VEHICLE EXPENSE ORGANIZER

Name or company name: _____

*Fill out a vehicle expense organizer for **EACH vehicle** you use for business

GENERAL VEHICLE INFORMATION

Provide this information for every vehicle used for business IF:

1. Your vehicle has never been listed on a tax return that our office has prepared on previous years
2. It was a new vehicle purchase for the tax year in which you are filing
3. You are a brand new client of K&R Tax Accounting Services, LLC
4. If you sold the vehicle this year, include the info on line # 7, and 8

1. List the vehicle make, model, and year	
2. List the vehicle purchase date	
3. List the vehicle purchase price	
4. List the date you started using the vehicle in the business (this may be the same date as #2)	
5. List the fair market value of the vehicle on the date you started using it in the business	
6. If you sold the vehicle this year, list the sales date	
7. If you sold the vehicle this year, list the sales price	
8. If you traded in the vehicle, list the trade-in value	

VEHICLE EXPENSES

1. Number of miles driven for business	
2. Amount spent on gas for business driving	
3. Repairs	
4. Maintenance, car washes, new tires, etc	
5. Insurance	
6. Vehicle Registration	
7. Interest paid if financed	
8. Lease paid if leased	