



# TO DEDUCT BUSINESS USE OF CAR **WORKSHEET**

**Use this worksheet to collect all the information you'll need to deduct business use of your car, whether it's for your job or for your own business. If you're an employee, you fill out IRS Form 2106. If you're self-employed, this expense goes on your Schedule C. Both get filed with your Form 1040.**

**Vehicle make and model** \_\_\_\_\_

**Date first used for business** \_\_\_\_\_

**Fair market value or cost** \_\_\_\_\_

*(use cost if you bought the car this year, fair market value if you already had it)*

**Use this information for the standard mileage method:**

**Total miles all year** \_\_\_\_\_

**Total commuting miles** \_\_\_\_\_

**Total business miles** \_\_\_\_\_

*(commuting miles are getting to and from your job or place of business, business miles include all other business-related travel)*

**Total personal miles** \_\_\_\_\_

**\*\*\*Keep a detailed business mileage log to track all of your business miles\*\*\***

**Gather the following information if you want to use your actual expenses instead of the standard mileage method:**

Make sure you have detailed, dated receipts for these expenses

**Gas and oil** \_\_\_\_\_

**Repairs and maintenance** \_\_\_\_\_

**Tires and supplies** \_\_\_\_\_

**Insurance** \_\_\_\_\_

**Lease payments (if applicable)** \_\_\_\_\_

**You can also deduct these expenses, whichever method you use:**

**Parking** \_\_\_\_\_

**Tolls** \_\_\_\_\_

*(Note: parking and traffic tickets are not tax deductible)*