

Vehicle/ Cell phone/ Computer Business Usage

Name: _____

Description of Vehicle: _____

	Vehicle #1	Vehicle # 2
1) Odometer Reading – January 1st *	_____	* _____
Odometer Reading – December 31 *	_____	* _____
2) Business Miles	* _____	* _____
3) Commuting Miles (home to office distance)	_____	_____
4) Personal Miles	_____	_____
Total miles	=====	=====
5) Average daily round trip (commuting)	_____	_____
6) Number of one way commutes (During year)	_____	_____

	Yes	No
7) Was vehicle available during off-duty hours?	<input type="checkbox"/>	<input type="checkbox"/>
8) Was another vehicle available for personal use?	<input type="checkbox"/>	<input type="checkbox"/>
9) Do adequate records of sufficient evidence Exist to justify business use?	<input type="checkbox"/>	<input type="checkbox"/>
10) Daily log kept	<input type="checkbox"/>	<input type="checkbox"/>
11) After-the-fact log	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE USE OF BUSINESS VEHICLES

Fair market value of Vehicle #1 when it was first used by the employee _____

Fair market value at beginning of tax year _____

Employee who used Vehicle #1 _____ Personal & Commuting Miles used _____

CELL PHONE USE

% Cell phone expenses used for business _____ Total Cell phone expenses _____

COMPUTER USED IN HOME

Do you have more than one computer at home? Yes _____ No _____

% Business use of the computer used for business _____ Internet services costs at home _____

By signing this I declare that I have adequate documentation and logs to prove the above business usage.

Your Signature _____ Date _____

METHOD USED FOR FRINGE BENEFIT CALCULATION *(Accountant's use only)*

Commuting Rule _____ Cents-per mile _____ Annual Lease Value _____