

Summary of Tax Return Disclosure Requirements

Employee Name _____ Make of Vehicle _____

Social Security # _____ Vehicle Model _____

Taxable year _____ Vehicle Model Year _____

License Plate # _____

INFORMATION REQUIRED FOR TAX PURPOSES

1. Odometer reading as of _____
2. Odometer reading as of _____
3. Total miles driven (1 minus 2) _____
4. Total business miles (from your mileage log) _____
5. Total commuting miles _____
6. Total other personal miles _____
7. Total personal miles (5 plus 6) _____
8. Average daily round-trip commuting distance _____
9. Number of round-way commutes during period _____
10. Was vehicle available during off-duty hours? _____
11. Was another vehicle available for personal use? _____
12. Do adequate records or sufficient evidence exist to justify business miles? _____
13. Is the evidence written? _____
14. Is the gross vehicle weight over 6K pounds? _____
15. Is the vehicle leased? _____
 - 15A. If so, what was the FMV at the date of the lease? _____
 - 15B. If so, what was the date of the lease? _____
 - 15B. If so, how many months is the lease? _____

Signature: _____ Date _____