

**WESTBROOK & CO., P.C.**  
**2020 VEHICLE USAGE DATA**

The following information must be supplied for each vehicle used in your business. This includes passenger automobiles rated as having 6,000 pounds or less of unloaded gross vehicle weight. It also includes any other property used for transportation if the nature of the property lends itself to personal use, such as pickups exceeding 6,000 pounds, vans, motorcycles, planes, boats, etc. Specially-equipped vehicles such as grain trucks, paint vans, cargo vans, etc. are not included.

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Vehicle Description:	_____	_____	_____	_____
Approximate Date of Purchase:	_____	_____	_____	_____
1. Miles Driven in 2020:				
Business Activity 1: _____	_____	_____	_____	_____
Business Activity 2: _____	_____	_____	_____	_____
Personal	_____	_____	_____	_____
Total Miles:	=====	=====	=====	=====
Ending Odometer (optional):	_____	_____	_____	_____

**NOTE:** Total miles must equal the sum of business miles and personal miles.

2. Auto Expenses:

Gasoline	_____	_____	_____	_____
Oil	_____	_____	_____	_____
Repairs	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____
Tires	_____	_____	_____	_____
Car Washes	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Interest	_____	_____	_____	_____
Registration	_____	_____	_____	_____
Licenses	_____	_____	_____	_____
Personal Property Taxes	_____	_____	_____	_____
Vehicle Lease Payments	_____	_____	_____	_____
Other Vehicle Expenses	_____	_____	_____	_____

3. Was the vehicle available for personal use during off duty hours?	yes _____	yes _____	yes _____	yes _____
	no _____	no _____	no _____	no _____
4. Do you have another vehicle available for personal use?	yes _____	yes _____	yes _____	yes _____
	no _____	no _____	no _____	no _____
5. Do you have written evidence to support the mileage breakdown above?	yes _____	yes _____	yes _____	yes _____
	no _____	no _____	no _____	no _____
6. Is the vehicle used primarily by a more than 5% owner?	yes _____	yes _____	yes _____	yes _____
	no _____	no _____	no _____	no _____

Please complete the above and return to us with your other tax information. **We must have this form completed and returned to us if any deductions are to be claimed on your tax return for automobile expense.** Please sign and date where indicated. Should you have any questions regarding this, please give us a call.

Taxpayer Signature: \_\_\_\_\_

Date: \_\_\_\_\_