

**WESTBROOK & CO., P.C.**  
**2021 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 2021:	-----	-----	-----	-----
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 or 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:** \_\_\_\_\_