## MCCOY'S ACCOUNTING AND TAX SERVICES, INC.

Minimum Tax Liability, Maximum Tax Benefits

## **Vehicle Use Checklist**

The following is a Vehicle Use checklist. Not all items will apply to everyone. <u>Either gas</u> and actual expenses can be claimed <u>or</u> mileage. Not both. If claiming actual expenses be sure to keep your receipts for proof of expenses.

Whether you have an appointment or send your information to us, the following is needed.

<u>Vehicle One</u>	<u>Vehicle Two</u>
Make, Model & Year	Make, Model & Year
Miles Driven:	Miles Driven:
Business	Business
Total for year	Total for year
Actual Expenses:	Actual Expenses:
Purchase Price	Purchase Price
Loan Interest Paid	Loan Interest Paid
Lease Payments	Lease Payments
Insurance	Insurance
Excise Tax	Excise Tax
Gasoline	Gasoline
Repairs	Repairs
Maintenance	Maintenance
Tolls	Tolls
Other	Other

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