

**Form 12 Vehicle Expense Summary (use separate column for each vehicle)**



Vehicle 1	Vehicle 2	Vehicle 3
<p>Business Activity _____                      Year ___ Make _____ Model _____</p> <p>5. Total Miles Driven this year _____</p> <p>6. Total Miles Home-Office _____</p> <p>7. Total Business Miles _____</p> <p>8. Total Other Miles _____</p> <p>Lines 2,3 and 4 must total to equal Line 1</p> <p>Do you have another vehicle for personal use? YES / NO</p> <p>Do you have WRITTEN EVIDENCE for the business miles listed above? YES / NO</p> <p>Did you sell or trade-in this vehicle this year? YES / NO</p>	<p>Business Activity _____                      Year ___ Make _____ Model _____</p> <p>9. Total Miles Driven this year _____</p> <p>10. Total Miles Home-Office _____</p> <p>11. Total Business Miles _____</p> <p>12. Total Other Miles _____</p> <p>Lines 2,3 and 4 must total to equal Line 1</p> <p>Do you have another vehicle for personal use? YES / NO</p> <p>Do you have WRITTEN EVIDENCE for the business miles listed above? YES / NO</p> <p>Did you sell or trade-in this vehicle this year? YES / NO</p>	<p>Business Activity _____                      Year ___ Make _____ Model _____</p> <p>1. Total Miles Driven this year _____</p> <p>2. Total Miles Home-Office _____</p> <p>3. Total Business Miles _____</p> <p>4. Total Other Miles _____</p> <p>Lines 2,3 and 4 must total to equal Line 1</p> <p>Do you have another vehicle for personal use? YES / NO</p> <p>Do you have WRITTEN EVIDENCE for the business miles listed above? YES / NO</p> <p>Did you sell or trade-in this vehicle this year? YES / NO</p>
Costs of Ownership	Costs of Ownership	Costs of Ownership
<p>Purchase Date _____                      Date first used for business _____                      Purchase Cost _____</p> <p>Is the vehicle leased? YES / NO                      Monthly \$ _____</p> <p>Do you have a loan? YES / NO                      Interest paid during the year \$ _____</p> <p>Selling price or trade-in value _____                      Date Sold _____</p>	<p>Purchase Date _____                      Date first used for business _____                      Purchase Cost _____</p> <p>Is the vehicle leased? YES / NO                      Monthly \$ _____</p> <p>Do you have a loan? YES / NO                      Interest paid during the year \$ _____</p> <p>Selling price or trade-in value _____                      Date Sold _____</p>	<p>Purchase Date _____                      Date first used for business _____                      Purchase Cost _____</p> <p>Is the vehicle leased? YES / NO                      Monthly \$ _____</p> <p>Do you have a loan? YES / NO                      Interest paid during the year \$ _____</p> <p>Selling price or trade-in value _____                      Date Sold _____</p>
Costs of Operation	Costs of Operation	Costs of Operation
<p>Gas / Fuel / Oil _____</p> <p>Repairs _____</p> <p>Vehicle Cleaning _____</p> <p>Insurance _____</p> <p>Parking _____</p> <p>Tolls _____</p> <p>Registration _____</p> <p>Other Expenses _____</p>	<p>Gas / Fuel / Oil _____</p> <p>Repairs _____</p> <p>Vehicle Cleaning _____</p> <p>Insurance _____</p> <p>Parking _____</p> <p>Tolls _____</p> <p>Registration _____</p> <p>Other Expenses _____</p>	<p>Gas / Fuel / Oil _____</p> <p>Repairs _____</p> <p>Vehicle Cleaning _____</p> <p>Insurance _____</p> <p>Parking _____</p> <p>Tolls _____</p> <p>Registration _____</p> <p>Other Expenses _____</p>