



Taxpayer

Legal Name _____ Occupation _____

Social Security Number _____ Date of Birth _____

Cell Phone _____ Work Phone _____

Primary Email _____

Secondary Email _____

Drivers' License Number* _____ Issuing State _____

Issued Date _____ Expiration Date _____

Spouse

Legal Name _____ Occupation _____

Social Security Number _____ Date of Birth _____

Cell Phone _____ Work Phone _____

Primary Email _____

Secondary Email _____

Drivers' License Number* _____ Issuing State _____

Issued Date _____ Expiration Date _____

Address

IRS Mailing Address _____

Physical Address _____

Banking

Name of Bank _____ Account Type _____

Routing Number _____ Account Number _____

* Drivers' license information is needed by the IRS and most states to reduce identify theft and the amount of fraudulent tax returns being filed.

Tax Year _____ Date Worksheet Completed _____

Is this an update to a previously submitted worksheet? Yes No

Disclosure

I(We) verify that the information provided in this **Contact Info Worksheet** is accurate and complete. I(We) understand it is my(our) responsibility to include any and all information concerning income, deductions and other information necessary for the preparation of my (our) tax returns.

Taxpayer Signature _____ Date_____

Printed Name _____

Spouse Signature _____ Date_____

Printed Name _____

Please call or email us anytime at questions@howardtaxprep.com with your questions and concerns. Seriously! You can call us and we can complete this for you over the phone, talk about the weather and share vacation ideas.

Thank you in advance, and we look forward to working with you!

Howard Tax Prep LLC



This list is to help you identify business expenses that are tax deductible and commonly used in the trucking industry. You may have additional costs that are unique to you & your business that are not listed on this list. Use this list as a guide & starting point to help us work with you to follow the Internal Revenue Service's position: A tax deductible business expense must be ordinary and necessary when incurred to carry on your trade or business. Please also see page 2 for additional (some overlapping) deductions that might apply to you.

Administrative Fees, Business Costs and Office Supplies

- Accounting Services
- ATM Fees, Bank Fees
- Broker Fees
- Calculator
- Comdata, Comcheck Fees
- Co-Driver, Lumpers
- Clipboard
- Computer Supplies
- Credit Card Fees
- Envelopes
- Fuel Card Fees
- Ledger Book
- Legal Costs
- Paper
- Pens, Ruler
- Photocopies, Faxes
- Postage, Express Mail, TripPak
- Receipt Book
- Business Software
- Stapler & Staples
- Transaction Fees

Communications

- CB Radio
- Cell Phone & Accessories
- Internet
- Phone Cards (business use)
- Qualcomm
- Repairs, Antennas, Cables
- Satellite Radios & TV

Insurance

- Bobtail
- Cargo Insurance/Claims
- Health, Dental, Vision
- Liability

- Occ./Acc., Work Comp
- Physical Damage

Maintenance

- Chrome
- Coolant, Anti-Freeze
- Diesel Exhaust Fluid
- Fuel
- Fuel Additives, Filters
- Headache Rack
- Hoses & Cables
- Oil, Lube
- Repairs, Parts, Labor
- Signs, Decals, Lettering
- Tires & Repairs
- Trailer/Tractor Wash

Miscellaneous

- Business Magazines
- Business Memberships
- Business Travel (Bus, Train, Plane and Rental Car)
- Continuing Education
- DOT Physicals
- Drug Tests
- Storage

Permits, Licenses, Fees

- CDL Fees
- FHUT/2290
- Fuel Taxes & Road Taxes
- Parking, Scales
- Permits, Licenses & IRP
- Tolls, Pre-Pass

Personal Supplies

- Clothing and Uniforms w/ Company

- Gloves, Coveralls
- Laundry
- Motels
- Rain Gear
- Safety Shoes/Boots
- Showers
- Sunglasses

Small Tools and Truck Supplies

- Accessories
- Air Fresheners
- Alarm Clock
- Appliances
- Atlas & Maps
- Bedding, Sheets
- Bunk Heater
- Bungee Cords
- Chains, Tarps, Pallets
- Cleaning Supplies, Windex
- Coffee Pot
- Coolers
- Crock pot
- Electric Blanket
- Fire Extinguisher
- Flashlight & Batteries
- Fly Swatter
- Hangers
- Ice Scraper
- Kingpin & Padlocks
- Load-Locks
- Luggage
- Microwave
- Power Cords
- Power Washer
- Shop Equipment
- Vacuum
- Wax



OVER-THE-ROAD TRUCKER EXPENSES LIST

AIR FARE _____
AIR FRESHNER _____
ALARM CLOCK _____
ANTENNA _____
ARMOUR-ALL _____
ATM FEES _____
ATLAS _____
AUTO MILEAGE _____
BATTERIES _____
BEDROLL _____
BEN GAY _____
BOOTS (STEEL-TOED) _____
BOOTS (WORK RUBBER) _____
BOOT REPAIR _____
BRIEFCASE _____
BROOM & DUSTPAN _____
BUFFER TO SHINE _____
BUNK HEATERS & FAN _____
BUS FARE _____
CAB FARE _____
CAB CURTAINS _____
CALCULATOR _____
CAMERA(S) _____
CAR RENTAL _____
CB RADIO _____
CB REPAIR _____
CDL DRIVER LICENSE _____
CELLULAR/WIRELESS FEES _____
CELLULAR PHONE _____
CHECK CASHING FEES _____
CIGARETTE PLUGS _____
CIRCUIT TESTER _____
CLAIMS FOR DAMAGES _____
CLEANING SUPPLIES _____
CLIP BOARD _____
COFFEE MAKER _____
COMCHECK FEES _____
COOLER/COOLER MOTOR _____
COPIES _____
CREDIT CARD CHARGES _____
CREDIT REPORTS _____
CROWBAR _____
DE-ICER _____
DE-GREASER _____
DECONTAMINATION _____
DISINFECTANT _____
DRY CLEANING _____
DOT PHYSICAL _____
DUCT TAPE _____
ELECTRICAL TAPE _____
ETHER _____
EYEWARE, SUNGLASSES _____
FAN CLAMPS _____
FAXES & FEES _____
FILM DEVELOPMENT _____
FILM FOR CAMERA _____
FIRST AID SUPPLIES _____
FLAGS _____
FLARES _____
FLASHLIGHTS _____

FLY SWATTER _____
GATORADE (HYDRATION) _____
HAND CLEANER _____
HANGERS _____
HARD HAT _____
HAZMAT GEAR _____
HEARING AIDS _____
ICE _____
JACK STRAPS _____
LAP DESK _____
LAUNDRY BAG _____
LAUNDRY SOAP _____
LIQUID PAPER _____
LOAD CHAINS _____
LOCKS _____
LODGING _____
LOG BOOKS _____
LOG BOOK COVERS _____
LOT LIZARD REPELLENTS _____
MAGNIFYING GLASS _____
LUMPER FEES _____
MAGNIFYING GLASS _____
MAPS _____
MAP LAMP _____
MONITORS OF CAMERAS _____
MONEY ORDER FEES _____
NOTEBOOK PAPER _____
OFFICE SUPPLIES _____
PAPER TOWELS _____
PENS & PENCILS _____
PILLOWS _____
PORTABLE VACUUM _____
POWER BOOSTERS _____
POWER CORDS _____
RAIN GEAR _____
RAZORS _____
READING GLASSES _____
REFRIGERATOR _____
SAFETY DEVICES _____
SAFETY GLASSES _____
SAUCE PANS _____
SEAT COVERS _____
SEWING KIT _____
SHAVING TOTE _____
SHEETS & LINENS _____
SHIF GRIP _____
SHOWERS _____
SIGNAGE EXPENSE _____
STAPLES & STAPLER _____
SUNGLASSES _____
TARPS _____
THERMAL UNDERWEAR _____
THERMOS BOTTLE _____
TIRE IRON _____
TISSUES _____
TOASTER _____
TOILETRIES _____
TOOLS _____
TOWELS _____

TRASH BAGS _____
TRAVEL BAGS _____
TUPPERWARE _____
UNIFORMS _____
UNIFORMS ALTERATIONS _____
VASALINE _____
VISINE _____
WRIST WATCH _____
WD-40 _____
WINDOW SCREEN _____
WORK GLOVES _____
Z BIG QUESTIONS: _____

MEALS/INCIDENTALS ("ME&I" via CONUS)*www.gsa.gov

*CONUS ME&I PER DIEMS: _____
REIMBURSEMENTS FOR ME & I _____
HOTELS/MOTELS PAID _____

TRACTOR-SPECIFIC

CLEANING & DETAILING _____
GPS SYSTEMS _____
FINANCE CHARGES _____
FUELS & FLUIDS _____
FUELS TAXES _____
INSURANCE _____
MAINTENANCE, PARTS & REPAIRS _____
PARKING FEES _____
PORTABLE RADIO _____
PORTABLE TELEVISION _____
RADIO EQUIPMENT & ACCESSORIES _____
REEFER FUELS _____
ROAD USE TAXES (FORM 2290) _____
STATE ROAD USE TAXES PAID _____
STORAGE _____
TIRES & RIMS PURCHASES _____
TOLLS _____
TOWING _____
WASHING & WAXING _____
WEATHER-TRACKING SYSTEMS _____
WEIGHT CHARGES & FEES _____
OTHER: _____
OVERNIGHTS FOR YEAR (PER LOGBOOK) _____

Documenting Your Expenses

THE BASIC RULES:

(1) Keep all receipts, including those point of sale receipts, (2) pay all bills with a check or debit (or credit) card, and (3) anything you pay cash for without a detailed receipt or bill of sale is treated as a non-deductible personal expense, not a business income deduction. Years ago I found that cash receipts are 100% useless, and I don't LIKE to permit my clients to claim them anymore for tax audit defense purposes...because I know better as do most of my clients. This holds true also for any and all charitable contributions.

SOLE PROPRIETORS:

As a sole proprietor (unincorporated legal business entity) you are simply subject to inferior deductions availability because you are not classified as a "D.O.T. Employee" since you do not earn W-2 wages but are self-employed. It is essential that you keep all receipts for your business and keep them organized into all appropriate categories for your year-end tax return. Reason: You may only claim what you can prove you spent through your own resources ("borrowed" cash receipts won't do anything but irritate the IRS auditors). It is also an intelligent idea to make those obligatory and statutory quarterly estimated Form 1040ES payments each and every quarter to greatly reduce the chances of being continually audited by the IRS when you don't do so.

DEDUCTIONS and CREDITS for DRIVERS:

If you are indeed an employee-driver, such as a bus driver, taxicab driver, or truck driver (the main focus of this document), you may have received a Form W-2, *Wage and Tax Statement*, for income from wages you receive as an employee. If you received a Form W-2 and the "Statutory employee" check box in Box 13 is marked, report that income on Schedule C, *Profit and Loss from Business*. Statutory employees include also certain agent or commission drivers. Make certain BOTH YOU AND YOUR EMPLOYER (and mutual benefits to the driver and to the employer) of treating you as a "Statutory employee."

If you are a self-employed (unincorporated) driver or treated as an independent contractor (no W-2 or a W-2 marked "Statutory employee"), report all your income on Schedule C. You may account for self-employment income yourself and/or you may receive Form 1099-MISC, *Miscellaneous Income*. Also, any tips you receive, such as tips received as a taxicab driver, or bonuses received as a truck driver in cash, are taxable income. And the sale of any of your equipment or work-related purchases also constitute taxable income (i.e.: sales of tires, radios, etc.).

If you are self-employed (unincorporated) and your net earnings after all legitimate deductions are taken are \$400 or more, you must pay self-employment tax on the income you report on Schedule C (currently at a rate of 15.30% (i.e.: \$153.00 per \$1,000) before adjustment on the front of your 1040 tax return); plus federal income taxes.

Other expenses related to truck drivers in particular do include things like cargo losses and damage claims if cargo costs were included in income and pay to other drivers who assist you with your job. If these drivers are your employees (instead of independent contractors), you may be (and are likely to be) responsible for paying employment taxes, such as Social Security tax (currently 6.20%), Medicare tax (currently 1.45%) and federal unemployment tax (currently scheduled generally at .008% of the first \$7,000 (\$56 maximum if you meet the credit requirements) of earnings each year). And remember also that other matters concerning workmen's compensation, liability insurance, state taxes (including unemployment taxes) and other matters relating to earnings in your particular type of work and the state(s) in which you operate.

Howard Tax Prep LLC Auto Expense Worksheet

Person Submitting form

Your Name _____ Cell Phone _____

Primary Email _____

Tax Year _____ Date Worksheet Completed _____

Is this an update to a previously submitted worksheet? Yes No

S Corp Owners If you have purchased a reimbursement plan, do not complete this worksheet. Use the Accountable Plan Reimbursement form- If you need help or have questions, please email us at admin@howardtaxprep.com

Note: We need total miles driven (beginning and end odometer readings). In other words, we need more than just the business miles. Why? Good question. Sales taxes, and loan interest can be added to the mileage deduction but only the business use percentage. As such we need total miles and business miles.

Mileage Information

Vehicle #1

Vehicle #2

Year, Make and Model _____

Start Date for Business Use _____

End Date for Business Use (if applicable) _____

Odometer on Jan 1 or Start Date _____

Odometer on Dec 31 or End Date _____

Personal Miles _____

Commuting Miles _____

Business Miles* _____

Tolls Paid for the year _____

Parking Paid for the year _____

Interest on Auto loan paid for the year _____

Repairs/Tires/Tows _____

Gas/Oil Changes/AAA membership _____

* Business miles will be the difference of ending odometer less starting odometer, personal miles and commuting miles

Note: We need total miles driven (beginning and end odometer readings). In other words, we need more than just the business miles. Why? Good question. Auto registrations, taxes and loan interest can be added to the mileage deduction but only the business use percentage. As such we need total miles and business miles.

Business Connection

Briefly describe how this vehicle(s) is used in conjunction with your non S-Corp small business below-

Actual Expenses

Do you think your actual expenses will exceed the mileage rate (currently 58.5 for the 1st 6 months of the 2022, and 62.5 cents per mile for the last 6 months of 2022)? Before you say Yes, consider that you can only deduct the business portion of your actual expenses. For example, you drive 10,000 miles and 2,500 miles were for business, a total of 25%. A set of tires for \$800 will only yield a \$200 deduction (25%). Having said this please list your costs associated with gas, oil, tires, service and repairs, modifications, insurance, lease payments and titling below-

Generally speaking, the mileage rate will still exceed actual expenses, but we can deduct the higher of the two. **If you deduct actual expenses in any tax year, you cannot switch back to the mileage deduction.** Regardless, you still must submit the miles above in addition to expenses.

Mandatory IRS Due Diligence

- | | | |
|---|---------------------------------|---------------------------|
| Do you have another vehicle available for personal use? | <input type="radio"/> YES | <input type="radio"/> NO |
| Do you have written evidence or a mileage log?* | <input type="radio"/> YES | <input type="radio"/> NO |
| Were you reimbursed for any travel expense including mileage? | <input type="radio"/> YES | <input type="radio"/> NO |
| Is the vehicle(s) in your name (or spouse) or business? | <input type="radio"/> ME/SPOUSE | <input type="radio"/> BIZ |

Mileage Log

Mileage is one of the most incorrectly deducted expenses, and therefore it is one of the most scrutinized by the IRS. Easy money for them. First, you need to prove you own the vehicle(s). Next, you need to keep track of your beginning and ending odometer readings, and have that data corroborated by service receipts. Therefore, it is a good idea to make copies of service invoices such as Jiffy Lube since these companies record odometer readings. Lastly, you need to keep track of the date, the business miles driven and the business connection.

We do not normally need to see your mileage log. In some cases, we might. We always suggest using a smartphone app to track your mileage via GPS which also emails you a mileage log compilation. Very nice. Remember, a written log is required to be maintained by you, and can be requested anytime by the IRS during an examination. Memories grow short- keep up with this requirement.

Lease

Leased vehicles have a lease inclusion which reduces your deduction by a few dollars. But, this inclusion only affects you if you use actual expenses versus the mileage rate. If you believe your actual expenses will exceed the mileage rate, AND this vehicle is leased, please provide the purchase price, the purchase date, and the term (length) of the lease below-

Loan Interest, Taxes

Even if you use the mileage rate as your method of deduction, the loan interest paid on your vehicle is deductible to the extent of business use. For example, if your interest was \$5,000 and the business use was 10% (using miles) then you receive another \$500 deduction on top of your mileage rate. Wait! There is more. We deduct the tax portion of your auto registrations with your mileage deduction to reduce your self-employment taxes even more. Therefore, we need two numbers. We need the loan interest paid on your vehicle for the tax year and the taxes associated with your auto registrations below-

Disclosure

I(We) verify that the information provided in this **Vehicle Expense Worksheet** is accurate and complete. I(We) understand it is my(our) responsibility to include any and all information concerning income, deductions and other information necessary for the preparation of my (our) personal income tax return.

Taxpayer Signature _____ Date _____

Printed Name _____

Spouse Signature _____ Date _____

Printed Name _____

Please call or email us at admin@howardtaxprep.com anytime with your questions and concerns. Thank you in advance, and we look forward to working with you!

Howard Tax Prep LLC