

# VEHICLE INFORMATION SUMMARY SHEET

For the year ended December 31, \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Description of the Vehicle: \_\_\_\_\_  
Make Model Year

Vehicle I.D. # \_\_\_\_\_ Date Placed in Service: \_\_\_\_\_

PLEASE ANSWER **ALL** OF THE FOLLOWING QUESTIONS:

Total business miles driven during tax year? \_\_\_\_\_

Was the vehicle used for commuting? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the question above is yet, what is the average daily round trip commuting distance? \_\_\_\_\_

Was the vehicle available for personal use in off-duty hours? Yes \_\_\_\_\_ No \_\_\_\_\_

Was another vehicle available for personal use? Yes \_\_\_\_\_ No \_\_\_\_\_

Do adequate records or sufficient evidence exist to justify the deduction for business use? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the question above is yes, are the records or evidence written? Yes \_\_\_\_\_ No \_\_\_\_\_

If the vehicle was purchased during this year, what was the purchase price before the allowance for trade-in? \_\_\_\_\_

If the vehicle is a truck, or on a truck chassis, what is the gross vehicle weight rating? \_\_\_\_\_

**Beginning** Odometer \_\_\_\_\_

**Ending** Odometer \_\_\_\_\_

**Total** Mileage \_\_\_\_\_

Business Miles Driven \_\_\_\_\_

Personal Miles Driven \_\_\_\_\_

Was the vehicle out of service for more than 30 days? \_\_\_\_\_

Date vehicle placed in service (if this year) \_\_\_\_\_

I hereby attest that the information listed above is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_