RECORD KEEPING REQUIREMENTS

The Internal Revenue Service may require you to substantiate the business use of your motor vehicle. This pamplet is design to help you meet this obligation. Accurate recordkeeping is vital to providing proof of business use of a motor vehicle for tax purposes. The Internal Revenue Service requires the following information:

WHEN business use occurs
WHERE business use occurs
WHAT is the business purpose
HOW MANY business miles driven
WHO is the user

A mileage deduction may also be taken for medical, charity or investment purposes, These rates are different from business use. Consult your tax advisor for applicable rates. DO NOT use these mileage deductions when figuring your percentage of business use.

Use this log to keep accurate daily records of your business use of your motor vehicle.

HOW TO USE THIS MILEAGE LOG

The purpose of this log is to help you determine your business use percentage for tax purposes. On the top of the back cover, log in your beginning odometer reading for the year. At the end of the year, log in your ending odometer reading. This will give you the total miles driven for the year. On the back there is a summary page for adding up your business use mileage. Your business use mileage divided by your total mileage is your business use percentage.

At the beginning of each business trip enter the date, your beginning odometer reading, destination and reason for the trip. At the end of the business trip, enter your ending odometer reading. The difference between these two odometer readings is your business mileage.

Enter each page's total mileage on the back summary page. This will allow for easy totaling of your business mileage for the year and calculating your business use percentage.

SUMMARY PAGE

Mileage at beginning of the year _____
Mileage at end of the year _____

Total Miles Driven for the Year **(B)** _____

Page Numbers	Business Miles Driven
Page 1	
Page 2	
Page 3	
Total **(A)**	

Percent of business Miles compared to total miles driven (**B / A**) ____ %

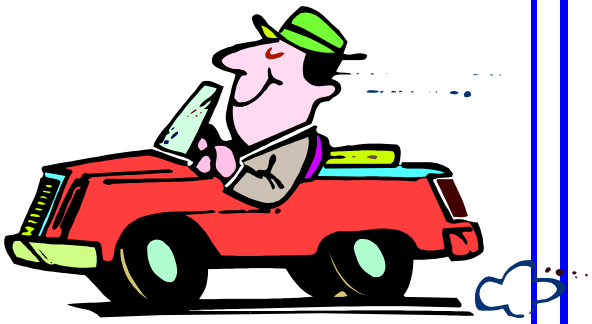
AFFIDAVIT FOR BUSINESS USE OF MOTOR VEHICLE

I, _____, hereby certify that I am familiar with the rules regarding recordkeeping and the deductibility of expenses for the business use of a motor vehicle, and have maintained adequate records to substantiate the business use of my motor vehicle

(Year) _____ (make) _____ (Model) _____ for (year) _____. These records substantiate that my motor vehicle was used _____ % for business purposes and _____ % for investment purposes.

_____ Taxpayer's Signature _____ SSN _____ Date

VEHICLE MILEAGE LOG



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Business Miles for Tax Purposes