

MILEAGE & OFFICE USE OF HOME

BUSINESS VEHICLE #1	Make _____ Year _____ Date Place in Service _____ Cost _____ <i>If acquired this year attach copy of sales document</i> <input type="radio"/> Used as Employee <input type="radio"/> Used in Business Activity (Explain) _____ If Sold, Date _____ Price/Trade-In Value \$ _____ <i>Attach copy of sales document</i>	Total Miles _____ Business Miles _____ (January 1st – December 31st) Total Commuting Miles _____ <i>Commuting includes from your home to your regular office, even if you have a home office.</i>
	Gas \$ _____ Tags & Inspection \$ _____ Lease Payments \$ _____ Insurance \$ _____ Repairs & Maintenance \$ _____ Interest Portion of Note \$ _____ Reimbursement for Use \$ _____ Other (Explain) _____ \$ _____	

BUSINESS VEHICLE #2	Make _____ Year _____ Date Place in Service _____ Cost _____ <i>If acquired this year attach copy of sales document</i> <input type="radio"/> Used as Employee <input type="radio"/> Used in Business Activity (Explain) _____ If Sold, Date _____ Price/Trade-In Value \$ _____ <i>Attach copy of sales document</i>	Total Miles _____ Business Miles _____ (January 1st - December 31st) Total Commuting Miles _____ <i>Commuting includes from your home to your regular office, even if you have a home office.</i>
	Gas \$ _____ Tags & Inspection \$ _____ Lease Payments \$ _____ Insurance \$ _____ Repairs & Maintenance \$ _____ Interest Portion of Note \$ _____ Reimbursement for Use \$ _____ Other (Explain) _____ \$ _____	

For the Full Year

OFFICE IN HOME	Date Residence Acquired _____ Cost \$ _____ <i>If acquired this year, attach a copy of the two-page HUD statement</i> Number of Rooms _____ Business Rooms _____ <i>Do not count Bathrooms, Halls, Closets, Utility Room, Garage, etc.</i> Total SqFt _____ Business SqFt _____ <input type="radio"/> Used as Employee <input type="radio"/> Used in Business Activity (Explain) _____ If Sold, Date _____ <i>Attach a copy of the HUD statement</i> Improvement/Addition (Explain) _____ Date Completed _____ Cost \$ _____ Date Completed _____ Cost \$ _____	Rent Paid \$ _____ Mortgage Interest \$ _____ Taxes Paid \$ _____ Insurance \$ _____ Utilities \$ _____ Repairs & Maintenance \$ _____ Lawn Care \$ _____ House Cleaning \$ _____ Security Service \$ _____ Homeowners Assoc. \$ _____
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BUSINESS ASSETS	Purchased in 2016 for Business Use – Example: Computer, Furniture, Video Camera, etc.		
	Description _____	Cost \$ _____	Date Bought _____ Business Use % _____
	Description _____	Cost \$ _____	Date Bought _____ Business Use % _____
	Description _____	Cost \$ _____	Date Bought _____ Business Use % _____
	Description _____	Cost \$ _____	Date Bought _____ Business Use % _____