

CLIENT REPRESENTATION: VEHICLE INFORMATION FOR TAX YEAR 2024

NAME OF TAXPAYER: _____

In accordance with Treasury Department Regulations governing preparers of tax returns, I am requesting each client to carefully complete and sign the following if you are claiming any vehicle travel expense items.

	Vehicle 1	Vehicle 2	Vehicle 3
Year of Vehicle			
Make and Model			
Name of Driver			
<u>Disclosure Requirements:</u>			
1. Date Vehicle placed in service for business use			
2. End of Year Odometer Reading			
3. Beginning of Year Odometer Reading			
4. Total Miles driven during entire year for all purposes			
5. Business miles driven in 2024			
6. Total Commuting miles driven in 2024			
7. Total other personal (not commuting) miles driven during the year			
8. Total miles driven during the year - Please add lines 5 to 7 (This should equal line 4)			
9. Average daily round trip commute (home to work and back)			
<u>Substantiation Requirements:</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>
1. Was the vehicle available for personal use during off duty hours?			
2. Is another vehicle available for personal use?			
3. Was the vehicle used primarily by an owner/partner/shareholder?			
4. Do adequate records of sufficient evidence exist to justify the business miles being claimed?			
5. Is the evidence of these miles written?			
6. Is this vehicle leased?			
7. Have you deducted expenses in the past for this vehicle?			
8. Did you buy, sell or trade this vehicle in 2024? If yes, provide documentation and details			

If you want to claim actual expenses for these vehicles, I will need the amount of gas purchased, repairs, insurance, lease payments, supplies, etc. separately for each vehicle.

I declare that I have examined this information, and to the best of my knowledge and belief, it is true, correct and complete.

Signature: _____ **Date:** _____

To determine if actual expenses are greater than standard mileage, complete this table:

ACTUAL VEHICLE EXPENSES:	Vehicle 1	Vehicle 2	Vehicle 3
Cost of vehicle when purchased			
Date vehicle was originally purchased			
Gas/Fuel			
Insurance			
Repairs			
Licenses & Registrations			
Lease Cost			
Interest			
Tires			
Tolls & Parking fees			
Oil			
Other			