

AUTOMOBILE EXPENSE CHECKLIST

You can deduct motor vehicle expenses only when they are reasonable and you have receipts to support the deductions.

To get the full benefit of your claim for each vehicle, keep a record of the total kilometers you drive and the kilometers you drove to earn business income.

For each business trip, keep a log listing the following:

- Date
- Destination
- Purpose
- Number of kilometers you drove

Record the odometer reading of each vehicle at the start and end of the fiscal period.

If you changed motor vehicles during the fiscal period, record the dates of the changes and the odometer reading at the time you buy, sell or trade the vehicle.

If you use more than one motor vehicle for your business, keep a separate record for each vehicle that shows the total and business kilometers you drive, and the cost to run and maintain each vehicle. Calculate each vehicle's expenses separately.

Description of Automobile

Enter the kilometers you drove in the tax year to earn income _____

Enter the total kilometers you drove in the tax year _____

Total Yearly Payments and Maintenance

Insurance \$ _____

Fuel & Oil \$ _____

Interest on Loan \$ _____

Repairs & Maintenance \$ _____

Lease Payment \$ _____

Other \$ _____

Licenses \$ _____

Other \$ _____

\$ _____

\$ _____

Is this the same vehicle as last year? Yes No

If no, please include the following:

- Bill of Sale
- Financing Agreement
- Lease Agreement
- Estimate of vehicle value \$ _____