

VEHICLE INFORMATION SUMMARY SHEET

For Tax Year _____

Company Name _____ Primary Driver _____

Vehicle Make _____ Model _____ Year _____

Vehicle License Plate # _____ Date Placed in Service _____

Total miles driven during tax year _____

Total business miles driven during tax year _____

Was the vehicle used for commuting? _____

What is the average daily round trip commuting distance? _____

Was the vehicle available to employee in off-duty hours? _____

Was another vehicle available for personal use? _____

Do adequate records or sufficient evidence exist to justify
the deduction for business use? _____

Are the records written? _____

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

Signed _____ Date _____