



BUSINESS USE OF VEHICLE WORKSHEET **'Sole Proprietorships & Partnerships Only'**

Provided By A-1 Bookkeeping Services Inc.

Fiscal Year: 20_____

Your Name: _____

Business Name: _____

Use this form if your business is a sole proprietorship or partnership **only**, you are using a personal owned vehicle for business use, and the vehicle is in your personal name.

If your business is a corporation, there are different methods in claiming the business use of personal or company owned vehicles, contact A-1 Bookkeeping Services Inc for more information.

At all times you must maintain a mileage log which will detail all your business-related trips. Only business-related travel can be claimed as business use of vehicle(s).

You **can not** claim mileage driving to and from work if your place of work is based outside your home, such as a separate office, retail space or similar.

Vehicle # 1

Vehicle year, make model: _____

Total Kms driven in the tax year: _____ kms

Total Kms driven for business purposes: _____ kms

Lease Payments: \$_____

Loan Interest (*NOT principle payments*): \$_____

Registration: \$_____

Fuel: \$_____

Maintenance: \$_____

Insurance: \$_____

Vehicle # 2

Vehicle year, make model: _____

Total Kms driven in the tax year: _____ kms

Total Kms driven for business purposes: _____ kms

Lease Payments: \$_____

Loan Interest (*NOT principle payments*): \$_____

Registration: \$_____

Fuel: \$_____

Maintenance: \$_____

Insurance: \$_____