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VEHICLE, TRAVEL & ENTERTAINMENT EXPENSES

If you use your vehicle for business purposes, either for your employer or for your own business and if you have legitimate entertainment expenses, you **MUST** keep a record of those expenses. In order to prepare your taxes correctly, I will need the following:

VEHICLE

Vehicle Year & Make:		
Date of Purchase:		
Original Cost:		
Odometer reading at beginning of year:		
Odometer reading at end of the year:		
Total miles driven for year:		
Business miles driven for year:		
Commuting miles driven for year:		
Personal miles driven for year:		
Is vehicle leased:	YES	NO
If YES, monthly lease payment:		
Is vehicle financed?	YES	NO
If YES, total interest paid for year (not on entire loan payment)		
Cost for year:		
Gasoline, oil changes:		
Repairs & Maintenance:		
Tires:		
Insurance:		
Licenses & Registrations:		
Personal Property Tax:		
Parking & Tolls:		
Other:		

TRAVEL & ENTERTAINMENT EXPENSES

Number of days out of town (overnight – out of home area)
Airfare, train, taxi, bus, shuttle, car service:
Lodging:
Meals & tips:
Entertainment:
Telephone:
Other:

NEW CLIENTS PLEASE BRING A COPY OF PREVIOUS YEAR'S TAX RETURN