



*The path for a better business
and a better life*

VEHICLE INFORMATION QUESTIONNAIRE

Client Name: _____

Year End: _____

	<u>Vehicle 1</u>	<u>Vehicle 2</u>	<u>Vehicle 3</u>	<u>Vehicle 4</u>
Year	_____	_____	_____	_____
Model	_____	_____	_____	_____
Owned or Leased	_____	_____	_____	_____
Cost	_____	_____	_____	_____
Beginning of year odometer reading	_____	_____	_____	_____
End of year odometer reading	_____	_____	_____	_____
Business mileage	_____	_____	_____	_____
Commuting mileage	_____	_____	_____	_____
Other personal mileage	_____	_____	_____	_____
Total miles for year	_____	_____	_____	_____
Was fuel paid for by the business?	_____	_____	_____	_____
Was vehicle available for personal use? (Y or N)	_____	_____	_____	_____
Is another vehicle available for personal use? (Y or N)	_____	_____	_____	_____
Is the user a 5% or more owner or officer? (Y or N)	_____	_____	_____	_____
Do you have evidence to support business use? (Y or N)	_____	_____	_____	_____
Is it written? (Y or N)	_____	_____	_____	_____
Do you maintain a policy that prohibits personal use except commuting? (Y or N)	_____	_____	_____	_____
Amount of additional income reported on employee's W-2 for personal use	_____	_____	_____	_____

I have maintained contemporaneous mileage logs to substantiate my business & personal usage of these vehicles.

Signed _____ Title _____ Date _____