

Vehicle usage substantiation information

OPTIONAL STANDARD MILEAGE RATES - If you are using miles driven as the basis for calculating your business vehicle use deduction, we need the number of total miles and the number of business miles driven for each vehicle for which you are claiming business miles. If you have placed in service a vehicle that is new to you during 2009 we also need the placed in service date, description, cost of the vehicle and sales tax paid on the vehicle. If the vehicle was purchased in a year prior to 2009 but was placed in service for business during 2009, we need the fair market value of the vehicle as of the date placed in service.

You are required to keep records to prove the business purpose for the miles driven by date, by vehicle in order to take a tax deduction for a vehicle, regardless of whether the standard mileage rate or actual costs are being used for your deduction. We are required to ask you if you have this required information in order to take a deduction for business use of a vehicle, so please prepare the information to bring to us.



