

Car And Truck Expenses
(Employees use ORG17 – Employee Business Expenses)

ORG18

GENERAL INFORMATION-	Vehicle 1	Vehicle 2	Vehicle 3
1 Description of vehicle.....			
2 a Date placed in service.....			
b Date acquired, if different from line 2a.....			
3 Enter detail on lines 3a and 3b, or total on line 3c:			
a Ending mileage reading.....			
b Beginning mileage reading.....			
c Total miles for the year (line 3a less line 3b).....			
4 Business miles 01/01/2024 thru 12/31/2024.....			
5 Total commuting miles.....			
STANDARD MILEAGE RATE	Vehicle 1	Vehicle 2	Vehicle 3
6 Do you qualify for standard mileage? (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7 Is this a leased vehicle?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
ACTUAL EXPENSES	Vehicle 1	Vehicle 2	Vehicle 3
8 Gasoline, oil, repairs, insurance, etc.....			
9 Vehicle registration fee (excluding property tax).....			
10 Vehicle lease or rental fee.....			
11 Inclusion amount (Preparer Use Only).....			
12 Depreciation (Preparer Use Only).....			
13 Parking fees, tolls, and local transportation.....			
14 Portion of vehicle registration fee based on value.....			
15 Interest on vehicle.....			
DEPRECIATION/DISPOSITIONS	Vehicle 1	Vehicle 2	Vehicle 3
16 Cost or basis.....			
17 Is this an electric vehicle?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
18 Is this qualified Indian reservation property?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
19 Type of vehicle (Preparer Use).....			
20 Section 179 expense (Preparer Use).....			
21 Qualified Property for Economic Stimulus? (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
22 Qualified Property for Qualified Disaster Area? (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
23 Kansas Disaster Zone? (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
24 Qualified GO Zone Property (Preparer Use).....	☐ Reg ☐ Ext ☐ N/A	☐ Reg ☐ Ext ☐ N/A	☐ Reg ☐ Ext ☐ N/A
25 Percentage for SDA? (Preparer Use).....	☐ 100%/50% ☐ 30% ☐ No	☐ 100%/50% ☐ 30% ☐ No	☐ 100%/50% ☐ 30% ☐ No
26 Elect OUT of SDA? (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
27 Elect 30% in place of 50% SDA (Preparer Use).....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
28 Date sold.....			
29 Sales price.....			
30 Expense of sale.....			
31 Gain/loss basis, if different (Preparer Use).....			
32 AMT gain/loss basis, if different (Preparer Use).....			
VEHICLE QUESTIONS	Vehicle 1	Vehicle 2	Vehicle 3
33 Is another vehicle available for personal use?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
34 Was vehicle available during off duty hours?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
35 Was vehicle used primarily by a greater than 5% owner or related person?.....	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
36 Do you have evidence to support the business use claimed?.....			☐ Yes ☐ No
37 If yes, is the evidence written?.....			☐ Yes ☐ No