

NAME \_\_\_\_\_

TAX YEAR \_\_\_\_\_

### URBAN, THIELEMANN, OLTMANN & HERMS, LLP

CERTIFIED PUBLIC ACCOUNTANTS  
PO BOX 510  
GIDDINGS, TEXAS 78942

### VEHICLE USE RECORD

Adequate records must be kept to substantiate business use of a vehicle. If you are deducting expenses for business vehicles, please furnish us with the information required. Please return the signed form to us with your tax records.

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle Year & Make .....				
Model .....				
Total miles driven during year .....				
Total business miles driven during year .....				
Total commuting miles driven during year .....				
Total other personal (noncommuting) miles driven .....				

	yes	no	yes	no	yes	no	yes	no
Was vehicle available for personal use during off duty hours? .....								
Was vehicle used primarily by a more than 5% owner or related person? .....								
Is another vehicle available for personal use? .....								
Do you have evidence to support business use claimed? <u>yes</u> <u>no</u>								
If yes, is the evidence written? <u>yes</u> <u>no</u>								

The above Vehicle Use Record is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date