

Federal tax law and State tax law requires you, the taxpayer, who drives his/her personal vehicle for business purposes to document and maintain a mileage log.

- I understand as an employee who drives a personal vehicle, mileage may not be deductible.
- I understand that the IRS and my State are strict in its documentation requirements for business mileage deductions. I have kept a thorough, accurate mileage log(s) each year that I have claim business mileage as a business deduction.
- I understand that my mileage log must include the starting mileage on my vehicle's odometer at the beginning of the year and its ending mileage at the conclusion of the year. Each time I have used my vehicle for business purposes, I have recorded in my log the following information:
  - The date of my trip
  - My destination
  - My vehicle's starting mileage
  - Tolls or other trip-related costs
  - My starting point
  - The purpose of my trip
  - My vehicle's ending mileage
- I understand that I may keep a mileage log in a notebook and update it by hand, use a spreadsheet, or use a mileage-tracking app to continuously track my mileage.
- I understand that, if I am audited, my mileage logbook will be my record of my business mileage deduction, and my log will be presented to the tax auditor.
- I understand that, if I am audited, documentation of my odometer from a third party will also be needed. I also understand third party documentation are receipts from places where my vehicle was serviced or repaired.
- I understand without my business mileage log the IRS or my State will disallow my business mileage deduction, and I will be subjected to additional taxes, penalties and/or interest.
- I understand if my business mileage deduction is disallowed, my prior year(s) tax return may be audited if business mileage deduction was taken in those prior year(s).
- I understand the tax preparer will not inspect my business mileage log for accuracy.
- I understand I am not required to provide my mileage log to my tax preparer for the preparation of my tax return.
- I understand the tax preparer will prepare my tax return based on the business mileage that I have given to the tax preparer.
- I fully understand the business mileage log requirements, and I fully understand and accept the consequences for not having or keeping my business mileage log up to date.

Make of Auto:	Model:	Year:	Purchase Price:
Total miles driven during the year:			
Commuting miles:			
Business miles:			
Other personal miles:			

\_\_\_\_\_ Date \_\_\_\_\_  
**Taxpayer signature (Only applies to the taxpayer who has the business)**

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