



**SALES OF EQUIPMENT, MACHINERY, LAND, AND BUILDINGS HELD FOR BUSINESS USE**

Item Sold	Date Sold	Gross Sale Price	Sales Expense	Date Acquired	Cost

**MAJOR PURCHASES AND IMPROVEMENTS**

Bring in your invoices on all purchased items this year

Item Purchased	New or Used	Date of Purchase	Cost Including Sales Tax	Cash to Boot	Item Traded & Date Acquired

**BUSINESS USE OF HOME**

Total Sq Ft of Home: \_\_\_\_\_ Utilities \_\_\_\_\_ Mortgage Interest \_\_\_\_\_  
 Sq Ft Used Regularly & Exclusively for Business \_\_\_\_\_ Insurance \_\_\_\_\_  
 Repairs/Maintenance \_\_\_\_\_ Rent \_\_\_\_\_ Property Tax \_\_\_\_\_ Other \_\_\_\_\_

**CAR AND TRUCK EXPENSES**

Bring in purchase/sales agreement in year of purchase/sale

- Year and Make of Vehicle
- Date Purchased
- Ending Odometer Reading - Dec. 31
- Beginning Odometer Reading - Jan. 1
- Total Miles Driven - Line 3 less line 4
- Total Business Miles in Line 5
- No. Miles of Average Daily Round Trip to office/shop or first & last stop (commuting)
- Parking and Tolls
- Licenses and Registration Tax (Not Sales Tax)
- Interest

Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4

Continue below if you take actual expense. Must use actual expense if depreciation has been taken in the past.

- Gasoline, Repairs/Maintenance, Tires, Insurance, etc.

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- Do you have evidence to support the business use percentage claimed? Yes  No
- Is the evidence written? Yes  No