

Depreciable Assets Sold/Disposed During Tax Year			
<u>Item</u>	<u>Date Sold</u>	<u>Date Removed</u>	<u>Sale Amount</u>
Business Use Of Home			
Area (Square Footage)Used Regularly Or Exclusively For Business, Regularly And Exclusively For Day Care, Or Regularly For Inventory Storage			
Area (Square Footage) Used Only Partly For Day Care			
Area (Square Footage) Of Home			
Daycare Hours			
Number Of Weeks Used For Daycare, If Less Than Full Year			
Number Of Days Used For Daycare Each Week			
Number Of Days Closed For Holidays, Vacations, Etc.			
Number Of Hours Used For Daycare Each Day			
If Part Of Your Income Is From A Place Of Business Other Than This Home, Enter % Of Gross Income From Business Use Of Home			
Home Expenses For Office Solely Dedicated Business			
	<u>Direct Expense</u>	<u>Indirect Expense</u>	
Mortgage Interest/Points			
Real Estate Taxes			
Qualified Mortgage Insurance (PMI)			
Other Insurance			
Rent			
Repairs And Maintenance			
Telephone			
Electric			
Gas			
Water & Sewer			
Sanitation			
Internet			

Automobile Expenses

Description of vehicle		
Date placed in service		
Mileage information		
Ending mileage reading		
Beginning mileage reading		
Business miles		
Miles from 1/1/11 – 6/30/11		
Miles from 7/1/11 – 12/31/11		
Commuting miles		
Average daily commuting miles		
Do you want to claim standard mileage rate in lieu of actual expenses?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vehicle leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was your vehicle available for personal use during off-duty hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is another vehicle available for personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have evidence to support the business use claimed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is the evidence written?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Depreciation Information For Vehicle

Cost or basis?		
Is this an electric vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date sold		
Date acquired, if different than date placed in service		
Sales price		
Expense of sale		

The IRS requires that you maintain a written log book of your miles driven for work purposes and receipts and documentation for and expenses in order to claim Employee Business Expenses that you are not fully or partially reimbursed for.