

Vehicle & Cell Phone Information Summary 2011

Company Name: _____

Employee Name: _____

Description of Vehicle: Year: _____ Make: _____ Model: _____

Ownership: (circle one) Company Owned Company Leased Employee Owned/Leased

Dates in Service: Entire Year or From: _____ To: _____

Total 2011 Miles Driven: _____

Total 2011 Business Miles: _____

Total 2011 Personal Miles: _____
(including commuting)

Do you maintain a written policy statement that: (specify Yes or No)

1. Prohibits all personal use of vehicles, including commuting, by your employees? _____
2. Prohibits all personal use of vehicles, except commuting, by your employees? _____
3. Treat all use of vehicles by employees as personal use? _____

We would like to emphasize the importance of being able to substantiate the business use of a vehicle and cellular phone with adequate, preferably written, records. **Without a mileage or use log, the IRS will disallow all of the business deductions for that vehicle or cellular phone.**

I HEREBY ATTEST THAT THE INFORMATION LISTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Employee Signed

Dated