

**Peggy G. McQuitty, CPA**  
**320 Old Zion Road**  
**North East, MD 21901**  
**Phone: (410) 658-0447**  
**Website: www.mcquittycpa.com**

**Business Mileage Statement:**

Please provide statement for EACH vehicle in use.

1. Vehicle Description (Make, Model, Year): \_\_\_\_\_
2. When did you place your vehicle in service for business purposes: \_\_\_\_\_  
(MM/DD/YYYY)
3. Enter the number of miles you use for vehicle for business use for 2016:  
Total Mileage: \_\_\_\_\_ Commuting Mileage: \_\_\_\_\_  
Business Mileage \_\_\_\_\_ Other (Personal): \_\_\_\_\_
4. Do you or your spouse have another vehicle available for personal use? \_\_\_\_\_  
(Yes or No)
5. Was your vehicle available for use during off-duty hours? \_\_\_\_\_  
(Yes or No)
6. Do you have evidence to support your deduction? \_\_\_\_\_  
(Yes or No)
7. If #6 above is yes, is this evidence written? \_\_\_\_\_  
(Yes or No)
8. Are you an Employee (W2 wages) or considered Self Employed? \_\_\_\_\_

The above vehicle and mileage statement is to be used in the preparation of my 2016 tax return on the appropriate schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Spouse Signature (If applicable)

\_\_\_\_\_  
Date