

# 2023 Automobile Use Statement

Tax Year Ended 12/31/2023

Company Name \_\_\_\_\_

Employee \_\_\_\_\_

## Detail of Miles Driven

Miles Driven in FYE	<b>12/31/2023</b>
Business miles	_____
Personal miles	_____
Commuting miles	_____
Total miles	_____

\*Mileage Reimbursement Rate \$0.655

## Identification of Automobile

Auto Make	_____
Auto Model	_____
Auto Year	_____
Used from	_____
to	_____

(Typically 1/1 - 12/31)

Original cost (or value, if leased) \_\_\_\_\_

## Operating Expenses (Paid Personally)

Operating Expenses	
Gasoline	_____
Repairs	_____
Maintenance	_____
Car washes	_____
Car insurance	_____
Loan interest	_____
Registration	_____
Licenses	_____
Total operating expenses	_____

## Other Information

	<u>Circle One</u>
Is this car available for personal use?	<b>Y</b> <b>N</b>
Is there another car available for personal use?	<b>Y</b> <b>N</b>
Automobile is leased	<b>Y</b> <b>N</b>
Total lease payments paid for FYE: <b>12/31/2023</b>	
Parking paid (business portion only)	_____
Tolls paid (business portion only)	_____

- 1 Operating expenses include both the business and personal use portions.
- 2 Parking and tolls reimbursed for actual business use only.
- 3 If the Company has paid expenses, those will reduce the amount of reimbursement.
- 4 If the Company has paid more than the business use, the excess is added to the W-2.

I verify that all information provided is true and correct

\_\_\_\_\_  
(Employee Signature)