

2025 Automobile Use Statement

Tax Year Ended 12/31/2025

Company Name _____

Employee _____

Detail of Miles Driven

| | |
|---------------------|-------------------|
| Miles Driven in FYE | 12/31/2025 |
| Business miles | _____ |
| Personal miles | _____ |
| Commuting miles | _____ |
| Total miles | _____ |

*Mileage Reimbursement Rate \$0.70

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? | Y N |
| Is there another car available for personal use? | Y N |
| Automobile is leased | Y N |
| Total lease payments paid for FYE: 12/31/2025 | |
| 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)