

**2011 INDIVIDUAL INCOME TAX DATA SHEET
EMPLOYEE/OUTSIDE SALES PERSONS EXPENSES**

TAXPAYER(S) : _____

Automobile:

	Auto 1	Auto 2
Manufacturer and Model	_____	_____
Year	_____	_____
Date Acquired	_____	_____
Date Sold (If Applicable)	_____	_____
Total Miles - 2011 Only	_____	_____
Total Business Miles	_____	_____
Total Commuting Miles: Per Day	_____	_____
Total Commuting Days:	_____	_____

Business Miles Only

2011 Standard Rate for Autos- 51 Cents Per Mile: 01/01/11-06/30/11 _____ Mi.
 55.5 Cents Per Mile: 07/01/11-12/31/11 _____ Mi.

Auto Expenses:

	Auto 1	Auto 2
Licenses:	_____	_____
Gas & Oil:	_____	_____
Insurance:	_____	_____
Repairs:	_____	_____
Stickers:	_____	_____
Parking:	_____	_____
Tolls:	_____	_____
Other:	_____	_____

For Automobiles Purchased in 2011:

Trucks and Vans GVW _____
 (GVW = Gross vehicle weight on Drivers Door label)
 Auto Yr: _____ Model: _____
 Finance Company _____

Date Acquired: _____
 Original Costs: _____
 Title Charges: _____
 Less Trade: _____
 Other Costs: _____
 Total Costs: _____
 Finance Charges: _____
 Payments: \$ _____

Per Month for _____ Months

If a truck, van or SUV - Gross Vehicle weight from driver's door panel _____ Lbs.

Office Use:

_____	_____
_____	_____
_____	_____

Outside Sales Person Expenses:

Do you have a letter from your employer requiring home use?

YES NO

Does your employer provide you space at their office?

YES NO

Home Office:

Total House/Apt. Square Footage _____ Address: _____

Total Business Square Footage _____

House: Purchase Price \$ _____ Year Acquired: _____

Land Value: _____

(OR)

Apt.: Rent Paid \$ _____

ALL: (Show 2011 Annual Totals)

Electric _____ Taxes \$ _____

Gas _____ Repairs _____

Insurance _____ Maintenance _____

Sewer _____ Home Telephone \$ _____

Water _____ Personal Use _____

Telephone 100% Business Telephone # _____

Telephone # _____

Use only _____

Other (Explain):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other Expenses:

Supplies \$ _____

Travel
(Exclude Meals) \$ _____

Postage _____

Other Explain: _____

Bank Charges _____ \$ _____

Business Meals _____ \$ _____

Entertainment _____ \$ _____

Dues _____ \$ _____

