

OVER THE ROAD TRUCK DRIVING EXPENSE WORKSHEET

List the amounts you actually paid that were not reimbursed by your employer
(you must have receipts for the IRS)

Number of Days you were out overnight on the road _____

BASE PLATES & 2290 _____

BUSINESS PHONE CALLS/CELL PHONE (NOT CALLING HOME) _____

C.D.L. LICENSE _____

CLEANING SUPPLIES _____

DAMAGE CLAIMS/SHORTAGES PAID BY YOU _____

ENTERTAINMENT ON ROAD (BOOKS, TV, MOVIES) _____

FINES _____

FUEL _____

FUEL TAX AND HEAVY USE TAX _____

LAUNDRY _____

LOG BOOKS _____

LUMPER FEES And CASUAL LABOR _____

MOTELS (NOT PAID BY COMPANY) _____

PHYSICAL _____

SAFETY SHOES OR BELTS OR GLOVES _____

SCALE TICKETS & MAPS _____

SHOWERS _____

POSTAGE (FED-X) _____

TABLETS & PENS _____

TOLLS/PARKING _____

TOOLS/TOOL BOX FOR TRUCK _____

TRUCK DAMAGES/REPAIRS _____

TRUCK INSURANCE _____

TRUCK WASH _____

WORKERS COMP _____

TRUCKER'S INCOME & EXPENSE WORKSHEET

YEAR _____

NAME _____ Federal ID # _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

How many months was this business in operation during the year? 12 Months OR From _____ Through _____

How many hours during the year did you and/or your spouse devote to this business? FULL TIME OR # of hours _____

Is any portion of your investment in this business *not* subject to payback by you? YES NO

▼ BUSINESS INCOME ▼

LINEHAUL TRUCKING		1099 – MISC. Bring in ALL 1099s received. Do your records agree with the amount reported? YES <input type="checkbox"/> NO <input type="checkbox"/> Did you receive \$10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?
FUEL SURCHARGE		
PICKUP AND DELIVERY		
TRUCK RENTAL FEES		
OTHER INCOME		

▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

▼ CAR and TRUCK EXPENSES (personal vehicle) ▼

	VEHICLE 1	VEHICLE 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	—	—
Total Miles Driven (End Odo – Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
<i>Continue only if you take actual expense (must use actual expense if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

BUSINESS MILES (examples)

___ Job seeking miles

___ Out-of-town business

___ Bank trips

___ Business meetings

___ Other temp. locations

___ Other

COMMUTING MILES

___ To truck or business location

Mfg. gross vehicle weight (check one):

___ 6000 lbs. or less

___ Over 6000 lbs.

TRUCKER'S EXPENSES (continued)

<p>ADVERTISING/PROMOTION: Ads, business cards, greeting cards, etc.</p> <p>◇ COMMISSIONS & FEES PAID: Lumper/Helper</p> <p>EMPLOYEE BENEFITS: Health Insurance, company party, mileage reimbursements, etc.</p> <p>FUEL: Tractor fuel Reefer fuel</p> <p>INSURANCE: Worker's comp, business liability, truck Insurance, etc.</p> <p>INTEREST: Mortgage (business bldg.): Paid to financial institution Paid to individual</p> <p>OTHER INTEREST: Truck loans Equipment loans Business only credit card</p> <p>◇ LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.</p> <p>OFFICE EXPENSE: postage, stationery, office supplies, bank charges, pens, faxes, etc.</p> <p>PENSION/PROFIT SHARING: Employees only</p> <p>◇ RENT/LEASE: Truck lease Machinery and equipment Other bus. property, locker fees</p> <p>◇ REPAIRS & MAINTENANCE: Truck, equipment, etc.</p> <p>SUPPLIES: Maps, safety supplies Small tools</p> <p>TAXES: Tolls and scale fees Licenses and permits Fuel taxes Highway use taxes Real estate of business building & land Payroll</p> <p>TRAVEL (number of nights away): City_____ Nights out_____ City_____ Nights out_____</p> <p>City_____ Nights out_____ City_____ Nights out_____</p> <p>City_____ Nights out_____ City_____ Nights out_____</p>	<p>EXPENSES (AWAY FROM HOME OVERNIGHT): Lodging Meals & tips (keep total separate from other costs) Other (incidentals, laundry, etc.) Convention fees Airplane or train fares Auto rental, taxis or bus fares</p> <p>MEALS & ENTERTAINMENT: Business meals Gifts (limited to \$25 per individual or couple) Tickets Tickets to qualified charitable events</p> <p>UTILITIES & TELEPHONE: Electricity (business) Natural gas/heating fuel (business) Garbage, water, sewer (business) Telephone (bus. line, second line, other options) Business long distance (from home telephone) Fax transmissions, paging svcs, cellular svcs</p> <p>WAGES: (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Soc.Sec. and Medicare tax) Children under 18 (not subject to Soc.Sec. and Medicare tax) Other</p> <p>OTHER EXPENSES (not listed elsewhere): Bank charges Dues & Publications (assn/union dues) Education Job Related Testing Loading/unloading Road services Tires and tubes Uniforms and cleaning Washing and cleaning Other</p>
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EQUIPMENT PURCHASED

Radio, pager, cellular phone, answering machine, other...

Item Purchased	Date Purchased	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

◇ 1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold 31% of the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

Sign here _____
W-9s (Request for Payee's Social Security #) are available.