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Name: \_\_\_\_\_

Year: \_\_\_\_\_

## Vehicle Information

Make and year of vehicle @ December 31st: \_\_\_\_\_

Total kilometers driven for business during the year: \_\_\_\_\_

Total kilometers driven during the year: \_\_\_\_\_

Total Fuel: \$ \_\_\_\_\_ Does the figure include GST? \_\_\_\_\_

Total Insurance: \$ \_\_\_\_\_

Total Repairs and Maintenance: \$ \_\_\_\_\_ Does the figure include GST? \_\_\_\_\_

Parking: \$ \_\_\_\_\_ Does the figure include GST? \_\_\_\_\_

If Applicable:

**Purchase or Lease:**

Interest on financing purchase of vehicle: \$ \_\_\_\_\_

Purchase price: \$ \_\_\_\_\_ Dealer or private? \_\_\_\_\_

Make and year of vehicle purchased/leased: \_\_\_\_\_

Lease payment on vehicle: \$ \_\_\_\_\_ Does the figure include GST? \_\_\_\_\_

**Sale or Trade in:**

Make and year of vehicle sold: \_\_\_\_\_

Selling price or trade in: \$ \_\_\_\_\_ Does this include all taxes? \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Please ensure that you keep all receipts and your vehicle log to substantiate your expenses.*

*"Where everybody counts"*