

Form 2106 Worksheet for Employee Business Expenses including OTR Truck Drivers

► IRS Requires we have on file **your own information** to support all Form 2106's

Do not enter amounts for which you were totally reimbursed by your employer

Occupation in which you incurred job related expenses _____

► Were you **required** to use your vehicle to perform your job? Yes No

If yes, Date vehicle was placed in service for your employer ___/___/___
 Total miles driven (not just business miles, but all miles driven in 2015) _____ mi
 Business miles portion of the Total miles driven above _____ mi
 Is your vehicle available for personal use during off-duty? Yes No
 Do you have another vehicle available for personal use? Yes No

Question MUST be answered >> Do you have "evidence" to support your mileage? Yes No
and this if applicable >> If yes, is the "evidence" written? Yes No
"Evidence" includes mileage logs, appointment records, etc. plus IRS could ask for odometer readings from oil changes, repair invoices, purchase and sale documents.

► Additional vehicle Expenses, such as Parking, Tolls, etc. \$ _____
 ► Overnight Travel Expenses, such as Lodging, Air Fare, Car Rental, etc. \$ _____
 (Do not include Meals and Entertainment in Travel Expenses, that's a separate expense listing next)
 ► Meals and Entertainment Expenses (**all clients except OTR Drivers, see below**) \$ _____

OTR Drivers Only - Total number of nights away out of town? _____

► Other Job Related and Job Required Expenses

Union Dues	\$ _____	_____	\$ _____
Professional Dues	\$ _____	_____	\$ _____
Uniforms	\$ _____	_____	\$ _____
Tools	\$ _____	_____	\$ _____
Office and Other Supplies	\$ _____	_____	\$ _____
Seminars/Education	\$ _____	_____	\$ _____
Cell Phone (Total Cost for Year)	\$ _____	_____	\$ _____
Business Use (please don't use 100%) _____%		_____	\$ _____

► Do you have an Office in Your Home? Yes No

If Yes Sq Ft of Office _____ Sq Ft of Home _____
 Real Estate Taxes \$ _____ Mortgage Interest / Rent Paid \$ _____
 HO Insurance \$ _____ Utilities \$ _____

I certify that I have documentation to back up the figures entered on this worksheet

Printed Name _____ Signature _____