



IRS Federal Income Tax Form for Tax Year 2011 (Jan. 1, 2011 - Dec. 31, 2011)

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| | | |
|-----------|---|------------------------|
| Your name | Occupation in which you incurred expenses | Social security number |
|-----------|---|------------------------|

Part I Employee Business Expenses and Reimbursements

| Step 1 Enter Your Expenses | Column A Other Than Meals and Entertainment | Column B Meals and Entertainment |
|---|--|---|
| 1 Vehicle expense from line 22 or line 29. (Rural mail carriers: See instructions.) | 1 | |
| 2 Parking fees, tolls, and transportation, including train, bus, etc., that did not involve overnight travel or commuting to and from work | 2 | |
| 3 Travel expense while away from home overnight, including lodging, airplane, car rental, etc. Do not include meals and entertainment | 3 | |
| 4 Business expenses not included on lines 1 through 3. Do not include meals and entertainment | 4 | |
| 5 Meals and entertainment expenses (see instructions) | | 5 |
| 6 Total expenses. In Column A, add lines 1 through 4 and enter the result. In Column B, enter the amount from line 5 | 6 | 6 |

Note: If you were not reimbursed for any expenses in Step 1, skip line 7 and enter the amount from line 6 on line 8.

Step 2 Enter Reimbursements Received From Your Employer for Expenses Listed in Step 1

| | | |
|---|----------|--|
| 7 Enter reimbursements received from your employer that were not reported to you in box 1 of Form W-2. Include any reimbursements reported under code "L" in box 12 of your Form W-2 (see instructions). | 7 | |
|---|----------|--|

Step 3 Figure Expenses To Deduct on Schedule A (Form 1040 or Form 1040NR)

| | | |
|---|-----------|-----------|
| 8 Subtract line 7 from line 6. If zero or less, enter -0-. However, if line 7 is greater than line 6 in Column A, report the excess as income on Form 1040, line 7 (or on Form 1040NR, line 8) | 8 | |
| <p>Note: If both columns of line 8 are zero, you cannot deduct employee business expenses. Stop here and attach Form 2106 to your return.</p> | | |
| 9 In Column A, enter the amount from line 8. In Column B, multiply line 8 by 50% (.50). (Employees subject to Department of Transportation (DOT) hours of service limits: Multiply meal expenses incurred while away from home on business by 80% (.80) instead of 50%. For details, see instructions.) | 9 | 9 |
| 10 Add the amounts on line 9 of both columns and enter the total here. Also, enter the total on Schedule A (Form 1040), line 21 (or on Schedule A (Form 1040NR), line 7). (Armed Forces reservists, qualified performing artists, fee-basis state or local government officials, and individuals with disabilities: See the instructions for special rules on where to enter the total.) ▶ | 10 | 10 |

Part II Vehicle Expenses

Section A—General Information (You must complete this section if you are claiming vehicle expenses.)

| | | (a) Vehicle 1 | (b) Vehicle 2 |
|-----------|--|--|--|
| 11 | Enter the date the vehicle was placed in service | / / | / / |
| 12 | Total miles the vehicle was driven during 2011 | miles | miles |
| 13 | Business miles included on line 12 | miles | miles |
| 14 | Percent of business use. Divide line 13 by line 12 | % | % |
| 15 | Average daily roundtrip commuting distance | miles | miles |
| 16 | Commuting miles included on line 12 | miles | miles |
| 17 | Other miles. Add lines 13 and 16 and subtract the total from line 12 | miles | miles |
| 18 | Was your vehicle available for personal use during off-duty hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19 | Do you (or your spouse) have another vehicle available for personal use? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20 | Do you have evidence to support your deduction? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21 | If "Yes," is the evidence written? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Section B—Standard Mileage Rate (See the instructions for Part II to find out whether to complete this section or Section C.)

| | | | |
|-----------|--|-----------|--|
| 22 | Multiply line 13 by 51¢ (.51) for miles driven before July 1, 2011, and by 55.5¢ (.555) for miles driven after June 30, 2011. Add the amounts, then enter the result here and on line 1. | 22 | |
|-----------|--|-----------|--|

Section C—Actual Expenses

| | | (a) Vehicle 1 | (b) Vehicle 2 |
|------------|---|---------------|---------------|
| 23 | Gasoline, oil, repairs, vehicle insurance, etc. | | |
| 24a | Vehicle rentals | | |
| 24b | b Inclusion amount (see instructions) | | |
| 24c | c Subtract line 24b from line 24a | | |
| 25 | Value of employer-provided vehicle (applies only if 100% of annual lease value was included on Form W-2—see instructions) | | |
| 26 | Add lines 23, 24c, and 25. | | |
| 27 | Multiply line 26 by the percentage on line 14 | | |
| 28 | Depreciation (see instructions) | | |
| 29 | Add lines 27 and 28. Enter total here and on line 1 | | |

Section D—Depreciation of Vehicles (Use this section only if you owned the vehicle and are completing Section C for the vehicle.)

| | | (a) Vehicle 1 | (b) Vehicle 2 |
|-----------|--|---------------|---------------|
| 30 | Enter cost or other basis (see instructions) | | |
| 31 | Enter section 179 deduction and special allowance (see instructions) | | |
| 32 | Multiply line 30 by line 14 (see instructions if you claimed the section 179 deduction or special allowance). | | |
| 33 | Enter depreciation method and percentage (see instructions) | | |
| 34 | Multiply line 32 by the percentage on line 33 (see instructions) | | |
| 35 | Add lines 31 and 34 | | |
| 36 | Enter the applicable limit explained in the line 36 instructions | | |
| 37 | Multiply line 36 by the percentage on line 14 | | |
| 38 | Enter the smaller of line 35 or line 37. If you skipped lines 36 and 37, enter the amount from line 35. Also enter this amount on line 28 above | | |