

Step 1 – Your 1099-K vs your bank account

Gross fares (1099-K / Tax Summary):	\$0.00	
Uber service fees & commissions (Tax Summary):	\$0.00	← this number is ALSO your Line 10 deduction (the sheet adds it below)
What actually hit your bank:	\$0.00	

Business miles for the year:	0
Total miles for the year (all driving):	0
Business-use % (auto):	0.0%
Standard-mileage deduction (miles × \$0.725):	\$0.00

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YOUR BIGGER DEDUCTION: Method A — standard mileage		\$72.79							
Heads up: to use standard mileage on a car you own, you must pick it the FIRST year the car is in your business (IRS Pub 463). After that you can switch year to year. Tolls, parking, phone, supplies, and platform fees deduct under BOTH methods — that's why the sheet keeps them separate.									
Free for you to keep. No signup needed. Get the full kit at shoeboxed.com									

Thanks for grabbing the template.

Here's a little something extra, just for downloading it.

**25% OFF SHOEBOXED
for 3 months**

How to redeem:

1. Visit shoeboxed.com/templatedeal
2. Pick a plan on the pricing page that loads
3. Your 25% off for 3 months is applied at checkout, on any plan

If that link doesn't auto-apply, enter this code at checkout:

TEMPLATEDeAL

What is Shoeboxed?

We're a 20-year-old small-business app that turns paper and email receipts into a clean tax-ready database. Snap a receipt with the iPhone or Android app, forward an email, or ship us a shoebox in our Magic Envelope. Our team in Durham scans the paper, and our software pulls out the date, total, vendor, and category, so the totals are ready at tax time. The template you just downloaded works great. The app saves you the typing.

Risk-free: 30-day money-back guarantee on every plan.

shoeboxed.com

Bonus tab: 25% off Shoeboxed (see the 'BONUS - 25% off Shoeboxed' tab for details)

Home Office Deduction Log

Your car is the workplace, but the mileage log, the Tax Summary reconciliation, and the quarterly estimates probably happen at home. First check that the space qualifies, then pick the bigger deduction.

Qualifies (exclusive and regular business use):

- ✓ A spare room or marked-off area used only for your driving business
- ✓ Where you keep the books: mileage log, Tax Summary reconciliation, quarterly estimates
- ✓ A dedicated desk where you do ALL the admin, with no other fixed office

Does NOT qualify:

- ✗ Your car (the mileage deduction on the main tab already covers it)
- ✗ The kitchen table you also eat dinner at (fails the exclusive-use test)
- ✗ Occasional admin from the couch with a laptop

How you lose the deduction: using the office for anything personal. One family movie night in the home office and the whole room fails the exclusive-use test. Keep it business-only.

Method 1 - Simplified (no receipts needed)

IRS Publication 587. \$5 per square foot, up to 300 sq ft. Maximum \$1,500.

Square feet of your home office (cap at 300):

150

Simplified deduction (sq ft × \$5, capped at \$1,500):

\$750.00

Method 2 - Actual expenses (what you likely should use to maximize tax savings)

Enter your home and office square footage. The sheet calculates business use % and applies it to every expense line. No cap on the deduction.

Home sq ft (total):

2,000

Office sq ft (the space used exclusively for business):

150

Business use % (auto-calc = office ÷ home):

7.50%

Expense category	Annual cost	Office use %	Deduction
Mortgage interest (or rent)	\$21,000	7.50%	\$1,575.00
Property taxes	\$7,000	7.50%	\$525.00
Home insurance	\$1,600	7.50%	\$120.00
Utilities (electric, gas, water)	\$2,400	7.50%	\$180.00
Home internet	\$1,200	7.50%	\$90.00
Repairs & maintenance	\$4,000	7.50%	\$300.00
Depreciation (consult CPA)	\$21,528	7.50%	\$1,614.60

Total deduction (no cap): \$4,404.60

Full automated calculator at shoeboxed.com/home-office-calculator — pulls your home's square footage from your address and calculates the deduction for you.

Bonus tab: 25% off Shoeboxed (see the 'BONUS - 25% off Shoeboxed' tab for details)

Business Mileage Log

IRS Publication 463. Four fields per trip is all the IRS needs. 2026 business rate: \$0.725 per mile.

Counts as business miles:

- | |
|--|
| ✓ Miles with a passenger in the car |
| ✓ Driving to a pickup after you accept a ping |
| ✓ Miles between trips while you're online and available |
| ✓ Supply runs for the business (car wash, water flats, vehicle inspection) |

Does NOT go in this log:

- | | |
|---|--|
| X | Driving with the app off |
| X | Personal errands woven into a shift (the detour is the personal share) |
| X | Miles you can't back up with a log (Uber's summary only proves on-app miles) |

One car, one method: you pick either the standard mileage rate OR actual expenses for the car, not both. And to use standard mileage you must choose it the first year the car is in your business (IRS Pub 463). The main tab compares both methods for you.

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