



Date:

Intake Site:

**SELF-EMPLOYED INCOME WORKSHEET**

Applicant/Household Member Name

Business Name and Address

Type of Business

**Information must be verified by a ledger, check stubs, receipts and/or other verification.****A. GROSS RECEIPTS OR SALES****B. DEDUCTIONS OF EXPENSES RELATED TO BUSINESS**

1. Cost of Goods Sold (parts, equipment, supplies used to perform service)

2. Advertising

3. Bank Service Charges (bank fees)

4. Office Expense (copy paper, pens, sales receipts, etc.)

5. Postage (mailing flyers, invoices, receipts, etc.)

6. Insurance (for business only)

7. Interest on business indebtedness (loans, credit cards, etc.)

8. Legal and Professional Services (accountant, lawyer, etc.)

9. Transportation Expense - use most current IRS Standard Mileage Rate – (Currently@ per mile) or include other transportation costs, such as public transportation (bus, train, taxi)

10. Telephone (business related)

11. Rent Expense (for business property - does not include mortgage)

12. Utilities (business)

13. Other (Specify)

**C. WAGES PAID TO EMPLOYEES and TAXES EMPLOYER PAYS ON THEIR BEHALF**

14. Wages Paid to Employees (Other than Self or Household Members)

15. Taxes Paid on Employee's Behalf (Social Security and Medicare, aka FICA, Unemployment, Workman's Comp.)

16. Other(specify)

**D. WAGES PAID TO OWNER (this amount must be included on the applicant's income affidavit)****E. WAGES PAID TO HOUSEHOLD MEMBER (this amount must be included on the applicant's income affidavit)****F. TOTAL EXPENSES (B + C + D + E)****G. NET INCOME A (GROSS RECEIPTS MINUS F (TOTAL EXPENSES) = NET PROFIT OR LOSS****\*\*\* D, E, and G must be reported on income affidavit** Total Amount to Enter on Income AffidavitThe Profit or Loss (listed above) from business or professional self-employment is for the 30-day period  
from to

I certify and declare, under penalties of perjury, the information I have provided is an accurate and complete disclosure of the requested information.

Signature \_\_\_\_\_ Date \_\_\_\_\_