

# Self-Employment Worksheet Instructions

- 1) Write your name and your business name at the top of the worksheet.
- 2) Please provide a bank statement showing business income from **the ENTIRE month prior to the date of your signed application.** (example: application signed in October should provide a bank statement showing business income from September 1<sup>st</sup> to September 30<sup>th</sup>)
- 3) **Please highlight ALL business income** received in the month prior to the date of your signed application on the bank statement.
- 4) Add up this income and put it on **Line #1 (“Total Business Income”)**
- 5) Next, review the worksheet and list all appropriate business expense incurred in the month prior to the date of your signed application (**you do NOT need to provide documented proof of these expenses**). **Write the appropriate expenses on lines #2 through #12.**
- 6) Add up all expenses listed on lines #2 through #12, and place the total on line #13 (“Total Business Expenses”).
- 7) **Subtract** Line #13 (“Total Business Expenses”) from Line #1 (“Total Business Income”).
- 8) List the calculated number on line #14 (“Net Income”).
- 9) **Sign the document**, and date it as the same date as your application.