

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 1st to September 30th)
- 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.



Self-Employment Expense Worksheet

Business income MUST be verified with a business bank statement, receipts, or other documentation.

Name of Business: _____

Applicant Name: _____

Month: _____

#1) Total Business Income (verified by documents from previous month):	
Business Expenses (for month listed above)	
Source	Amount
#2) Rent (property and/or equipment)	
#3) Supplies	
#4) Wages to employees	
#5) Maintenance/Repairs	
#6) Insurance	
#7) Utilities for business	
#8) Advertising/Marketing	
#9) Fuel	
#10) Bank Charges/Fees	
#11) Other _____	
#12) Other _____	
#13) Total Business Expenses (as listed above): (Add lines #2 through #12)	
#14) Net Income (Total Income - Total Expenses): (Subtract line #13 from #1)	

I certify that the information stated is true and accurate by signing this form. I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible. The undersigned further understands that providing false information herein constitutes the act of fraud.

Signature of Business Owner or Applicant

Date