

SELF-EMPLOYMENT EXPENSE WORKSHEET

Name of self-employed person: _____

Name of business: _____

Type of Business: _____

Please check one - This is a ☐ Rental Property ☐ Self-Employed licensed business
☐ Odd job ☐ Gig/Under the table work

Section One: Business Income for the last 30 days from signature date:

Period covered: The Utility Assistance Program counts income received for the exact 30 days from when you sign your application. Please complete the form based on the dates

From: ____/____/_____
(Application signature date)

Back to: ____/____/_____
(30 days prior to signature date)

Gross Income (before deductions): \$ _____

Note: Business income MUST be verified with a business bank statement, receipts or ledger.

Section Two: Business Deductions:

For deductions to be counted they must be:

- Itemized
- for the time period stated above
- accompanied by supporting documentation (check one below)

☐ Ledger ☐ Receipts ☐ Bank Statement ☐ None provided- deductions will not be counted.

Source	Amount
RENT (Business and/or equipment)	\$ _____
INSURANCE (Business/ property)	\$ _____
WAGES (Paid to employee(s))	\$ _____
MAINTENANCE REPAIRS (Business car/ property)	\$ _____
SUPPLIES	\$ _____
ADVERTISING/MARKETING	\$ _____
UTILITIES FOR BUSINESS	\$ _____
FUEL	\$ _____
BANK CHARGES/ FEES (Business only)	\$ _____
OTHER _____	\$ _____
TOTAL BUSINESS DEDUCTIONS	\$ _____

*Note: home expenses such as rent, utilities, etc. are not counted as business deductions.

Section Three: Countable Income

- accompanied by supporting documentation (check one below)

☐ Ledger ☐ Checks/Payment summary ☐ Business Bank Statement

Total Gross Income: _____ - Total Deductions: _____ = Adjusted Gross Income \$ _____

Applicant Disclaimer:

By signing this form, I certify that the information stated is true and accurate. I am under penalty of criminal prosecution of false information results in assistance for which I am not eligible.

Signature of Applicant/Business Owner

Date

Self-Employment Ledger

Client Name: _____

[illegible]