

Instructions:

This form is to record income and expenses for self-employment only. Self-employment is the process of actively earning income directly from one's own business, trade or profession. Persons are considered self-employed if all of the following are true:

- responsible for obtaining or providing a service or product **and**
- earn income directly from their own business **and**
- are not required to have federal income tax and FICA payments withheld from their earnings **and**
- are not required to complete an IRS W4 form for an employer **and**
- are not covered by workers' compensation.

Use this form only when federal taxes have not been filed or are not reflective of current income. Use a separate form for each type of self-employment and for each person in the household who has self-employment income. You must answer all questions and sign and date at the bottom. Use additional sheets of paper if you need to. Sign and date each sheet. Remember, this is your sworn statement.

Income:

This is income received via cash or check from individuals renting or leasing apartments, equipment, land, etc. List the gross amount before any deductions.

Expenses:

This is direct costs of doing business. List by date the expense was incurred. Expenses are non-personal costs that are directly related to producing the income.

EXAMPLES:

- Property taxes
- Business insurance premiums
- Legal and accounting fees, licenses and permits
- Mortgage interest paid to banks, etc.
- Advertising
- Mileage at the current federal rate or actual expenses for trips between business sites (the mileage rate includes expenses such as gas, oil etc.)
- Service, maintenance and repair of your business property and equipment
- Management fees

Expenses that cannot be claimed:

Only expenses for your business can be claimed. Do not include personal expenses or normal living expenses.

EXAMPLES:

- Depreciation
- Net business loss from a prior year
- Personal portion of rent, mortgage or vehicle costs
- Mileage expenses from your home to and from the work location
- Wages that you pay to yourself or someone in your household
- Federal, state and local income taxes