

SELF-EMPLOYMENT LEDGER****This form must be completed correctly or it will be returned****

RECIPIENT NAME _____

BUSINESS NAME _____

MONTH _____ HOURS WORKED _____

Allowable Business Expenses: Most business expenses may be subtracted from your self-employment income, but not all the expenses can be. Please contact your Benefits Specialist if you have any question on whether or not to list a business expense below. **

Examples of expenses that could be listed include:

- Amounts paid for items needed in the business such as supplies, repairs, advertising, feed, seeds, fertilizer, rent, toys, etc.
- Amounts paid for income-producing real estate, capital assets, equipment, machinery, and other durable goods required for the self-employment business. [Capital assets and durable goods are generally objects used in business that are expected to last a long time such as tractors, combines, buildings, cribs, swing sets, televisions, play houses, buildings, computers, VCRs/DVDs, furniture, etc.]

Examples of expenses that are NOT allowed and should NOT be listed include:

- Monthly telephone charge unless there is a separate business phone [long distance telephone charges that are business related may be deducted however].
- Mileage expenses from the home to the first and last work location cannot be deducted, even if the business is located in the home. [Mileage deductions are only allowed for trips between business sites, not for commuting from the home to the business.]

LIST INCOME & EXPENSES FOR YOUR BUSINESS
ON THE BACK SIDE OF THIS FORM

I certify that I have receipts or some type of verification on file for all income and expenses reported on this form, and I will keep them on file for at least one year from date reported.

I declare and affirm under the penalties of perjury that the information has been examined by me, and to the best of my knowledge and belief, is, in all things true and correct.

*Signature_____
Date Signed

