

Self Employment Profit & Loss Form

You are **required** to complete this form for the most recent three months. Submit one summary form for each of the last three months.

MONTH(S) THIS FORM INCLUDES:

INCOME/GROSS SALES:		\$
• If you pay yourself a salary or take a draw from your business, please provide copies of your paystubs for the last three months and state the gross amount:		\$
EXPENSES – Enter all that apply:		
• Rent/Mortgage of business premises		\$
• Phone/Utilities		\$
• Gross Labor Wages (not for self)		\$
• Business Taxes (not personal income tax payments)		\$
• Loan payments: ☐ Principle: \$_____ ☐ Interest: \$_____		
Balance:		\$
• Bank Charges		\$
• License Fees Paid		\$
• Legal Fees		\$
• Office Supplies		\$
• Tools/Equipment		\$
• Repairs/Upkeep		\$
• Merchandise/Purchases/Cost of Goods		\$
• Fuel/Gas		\$
• Advertising		\$
• Commissions Paid		\$
• Shipping		\$
• Equipment Rental		\$
• Insurance		\$
Type of Insurance:		
• Other Expenses (please list):		\$
		\$
		\$
TOTAL EXPENSES:		\$
NET INCOME		\$
BUSINESS VEHICLE in your name: ☐ Year: _____ ☐ Make: _____ ☐ Model: _____		
BANK ACCOUNTS – Include dates:		
• Balance in business checking account :	Date: _____	\$
• Balance in business savings account :	Date: _____	\$