



Self-Employment Income Worksheet

1. Applicant's Name: _____
2. Business Name: _____
3. Business Address: _____
4. Home Address: _____

Important Notes:

- **You must send copies of all self-employment income documentation with this form.**
- Expenses may only be deducted from Income **if a copy of the receipt is included.**
- Allowable expenses that can be deducted from income are listed below within the worksheet **(numbers 4 through 17).**
- The Low-Income Home Energy Assistance Program (**LIHEAP**) does not allow the same business deductions as the IRS Federal Income Tax. Some common IRS deductions **not allowed** for these purposes are:
 - Income Taxes (federal, state, and local)
 - Retirement Investments
 - Personal (non-business) Work-Related Expenses
 - Depreciation, Depletion, and Amortization
 - Entertainment Expenses
 - Net Losses (if a net loss is incurred during any of the months listed, then that month's income will equal zero, not a negative value)

Income	Month 1	Month 2	Month 3
1. Gross Business Revenue			
2. Other Income (specify sources)			
3. Total Gross Income (sum of lines 1 and 2)			



Expenses	Month 1	Month 2	Month 3
4. Cost of Goods Sold			
5. Advertising			
6. Business Insurance, Licenses, and Permits			
7. Medical Insurance Premiums (for medical plans established under this business)			
8. Professional Fees (such as legal, accounting, consulting, etc.)			
9. Office Supplies			
10. Equipment (purchases and rental costs)			
11. Equipment Repairs/Maintenance			
12. Wages & Salaries (only gross wages and salaries paid to employees)			
13. Payroll Taxes (related to wages and salaries paid to employees)			
14. Office Rent or Mortgage			
15. Telephone			
16. Utilities			
Note: For places of business in the home, we do not allow deductions 14 through 16 for business spaces that are used for both personal and business use. These costs may only be deducted if the business space is used exclusively and regularly for business purposes.			
17. Transportation Costs (the larger amount of Option 1 or Option 2)			
18. a. Total Business Miles Driven			
19. b. Total Miles Driven (total miles driven for both business and personal use)			



20. c. Percentage of Miles Driven for Business (divide the miles in line "a" by line "b")			
Itemized Transportation Costs:	Month 1	Month 2	Month 3
i. Gasoline			
ii. Oil & Fluids			
iii. Tires			
iv. Maintenance and Repairs			
v. Vehicle Insurance			
vi. License and Registration Fees			
d. Total Itemized Transportation Costs (sum of lines I through vi)			
Transportation Cost Total Option 1: Multiply line "a" by the standard mileage rate of \$0.670 per mile (as of July 2024)			
Transportation Cost Total Option 2: Multiply line "d" by the percentage of business miles driven in line "c".			
21. Total Expenses (sum of lines 4 and 17)			
Net Profit:			
22. Total Net Profit (difference of line 3 less line 18)			
Note: Net losses are not an allowable expense. If a loss has occurred during any of the months listed, then that month's loss will be counted as ZERO income for that month.			
Total Self-Employment Income (sum of line 19, Months number 1 through 3)			