SELF-EMPLOYMENT LEDGER

This form must have all fields completed or it will be returned

RECIPIENT NAME	
BUSINESS NAME	
MONTH	HOURS WORKED

<u>Allowable Business Expenses</u>: Most business expenses may be subtracted from your selfemployment 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.

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, computers, DVD Players, 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 other forms of verification on file for all income and expenses reported on this form. I also certify that I will keep them on file for at least one year from the date reported and if requested, will provide the verification.

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

^{*}Form is not valid without your signature

INCOME (MONEY RECEIVED BY RECIPIENT)		EXPENSE (COSTS OF SELF-EMPLOYMENT)			
DATE RECEIVED	TYPE OF INCOME	AMOUNT RECEIVED	DATE PAID	TYPE OF EXPENSE	AMOUNT PAID
	TOTAL INCOME	\$		TOTAL EXPENSES	\$

Agency Use Only

Make sure mortgage, taxes, insurance, and utilities are separated between the home and farm if the home is on the farm property. If there is a business in the home, the shelter costs cannot be used as a business expense; they are only allowed as a shelter deduction in the SNAP budgeting process.