

Monthly Self-Employment Business and/or Tip Ledger

Name _____ Month _____ SSN _____

Business Name _____ Type of Business _____

Year-Round Employment? Yes No Seasonal Employment? Yes No If yes, which months? _____

Use the ledger below to record income, expenses, tips, etc. It is a good tool for your own financial records and it can be used for Public Assistance. List the amount of daily income, daily tips, daily business expenses and hours worked. Please explain expenses in detail. Maintain the ledger daily and at the end of the month give it to your eligibility worker as proof of income. If you anticipate changes to your self-employment income next month, please attach an explanation to this form.

Date	Business Gross Income	Daily Tips	Business Expenses Explained <i>Example: Cleaning Supplies</i>	Expenses <i>Example: \$40</i>	Hours Worked
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total					

Total Business Gross Income and Daily Tips	\$
Minus Total Business Expenses	\$
Adjusted Net Income	\$

A complete self employment ledger includes business income and expenses, an adjusted net income, signature and date.

I certify that the information in this self employment/tip ledger is correct and complete.

Signature _____ Date _____