

### Monthly Self-Employment Log

NAME:

CASE NUMBER:

MONTH/YEAR:

BUSINESS INCOME				BUSINESS EXPENSES					
Week 1				Item	Week 1	Week 2	Week 3	Week 4	Week 5
Day	Date	Hours	Amount						
Sunday			\$	Advertising					
Monday			\$	Car/Truck Expenses or mileage- (see instructions)					
Tuesday			\$	Materials/Supplies					
Wednesday			\$	Office Expenses					
Thursday			\$	Postage/Shipping					
Friday			\$	Repairs/Maintenance					
Saturday			\$	Utilities					
Total			\$	Insurance (other than health)					
Week 2				Cleaning					
Day	Date	Hours	Amount	Wages/Tips Paid Out					
Sunday			\$	Rent- Property/Equipment					
Monday			\$	Commissions/Fees					
Tuesday			\$	Taxes & Licenses					
Wednesday			\$	Other (specify)					
Thursday			\$						
Friday			\$						
Saturday			\$						
Total			\$						
Week 3									
Day	Date	Hours	Amount						
Sunday			\$						
Monday			\$						
Tuesday			\$						
Wednesday			\$						
Thursday			\$						
Friday			\$						
Saturday			\$						
Total			\$						
Week 4									
Day	Date	Hours	Amount						
Sunday			\$						
Monday			\$						
Tuesday			\$						
Wednesday			\$						
Thursday			\$						
Friday			\$						
Saturday			\$						
Total			\$						
Week 5									
Day	Date	Hours	Amount						
Sunday			\$						
Monday			\$						
Tuesday			\$						
Wednesday			\$						
Thursday			\$						
Friday			\$						
Saturday			\$						
Total			\$						
				<b>TOTALS:</b>					
				<b>Important:</b> List any deductible expenses you claim for IRS tax purposes. Remember to claim <b>only</b> the portion that relates to your business.					
				Number of hours worked this month: _____ (do not use "varies")					
				Do you make regular FICA contributions? Yes <input type="checkbox"/> No <input type="checkbox"/>					
				<b>Sign and date below to certify that this information is true and accurate to the best of your knowledge.</b>					
				<b>Signature:</b> _____ <b>Date:</b> _____					
				<b>Instructions:</b> Use one page per month; do not combine months. If you receive any tips/gratuities, include those amounts with income. If you received no income for the month, write "\$0" for each weekly total and send form back with signature. You can use the blank space below for any additional information.					
				<b>Car/Truck Expenses or Mileage:</b> You can claim actual expenses related to business use (gasoline, oil, repairs, insurance, etc.) <b>or</b> use the standard mileage rate. To calculate your mileage expense, multiply the number of business miles traveled by the current Federal business mileage rate found on <a href="http://www.irs.gov">www.irs.gov</a> .					

Return to: Centralized Scanning Unit (CSU) P.O. Box 181 Concord NH, 03301

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