

SELF-EMPLOYMENT WORKSHEET

A. BUSINESS OWNER'S NAME	B. SOCIAL SECURITY NO.
C. BUSINESS NAME	D. TELEPHONE NO.
E. BUSINESS ADDRESS (No. and Street) (City/or Town) (Zip Code)	
F. MAIN BUSINESS ACTIVITY	
G. ACCOUNTING METHOD (check appropriate box) <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL <input type="checkbox"/> OTHER (specify) _____	H. TIME COVERED BY REPORT (last 6 or 12 <u>full</u> calendar months) From ___/___/___ To ___/___/___
I. INCOME	
1. a. Gross receipts or sales..... b. Returns and allowances..... c. Balance (subtract 1b from 1a).....
2. Cost of goods sold (taken from Part J, line 10 below).....
3. Cost of operations (taken from Part K, line 15 below).....
4. Gross profit (subtract the sum of lines 2 and 3 from line 1c).....
5. Other Income (specify).....
6. TOTAL INCOME (add lines 4 and 5).....
J – COST OF GOODS SOLD	
7. Inventory/job-related supplies at beginning of period.....
8. a. Purchases..... b. Cost of items withdrawn for personal use..... c. Balance (subtract line 8b from 8a).....
9. Inventory/job-related supplies at end of period.....
10. Cost of goods sold (subtract line 9 from the sum of lines 7 and 8c).....
K – COST OF OPERATIONS	
11. Cost of labor (do not include salary paid to yourself or other household members).....
12. Business insurance.....
13. Rent / mortgage (if business address is different than residential address).....
14. Utilities / telephone (if business address is different than residential address).....
15. Cost of operations (add lines 11 through 14).....

I HEREBY CERTIFY that all the information presented above on this "WORKSHEET" is accurate and complete to the best of my knowledge and belief and that I understand that the provision of false, fraudulent or misleading information is punishable by law.

SIGNATURE OF BUSINESS OWNER

SIGNATURE OF NOTARY

DATE NOTARIZED _____

NOTARY EXPIRATION DATE _____

SEAL

PREPARER'S INSTRUCTIONS FOR SELF-EMPLOYMENT WORKSHEET

The purpose of the Self-employment Worksheet is to provide a method of computing income for individuals whose income is derived from their ownership of a business, but who are not salaried by that business. If a business owner draws a regular salary, their income should be considered to be derived from employment, and their energy assistance application should be processed accordingly. For example, an owner of a restaurant who draws a paycheck the same way as other employees would have that income considered to be derived from employment rather than from self-employment and would not complete this form.

Please note that beyond answering basic questions relating to the self-employment form, workers processing energy assistance applications cannot assist with computing or completing information contained in the form, since the form includes a certification by the business owner attesting to the accuracy and completeness of the information. Further, the form must be based solely on those costs directly related to the designated business.

Please read these instructions thoroughly before completing a Self-employment Worksheet.

GENERAL DATA SECTION:

A. BUSINESS OWNER'S NAME

Self-explanatory.

B. SOCIAL SECURITY NUMBER

Self-explanatory.

C. BUSINESS NAME

Enter the full legal name of your business.

D. TELEPHONE NUMBER

Enter your business phone number.

E. BUSINESS ADDRESS

Enter the complete address of your business. This cannot be a Post Office Box number. Use your home address only if you actually conduct business from your home.

F. MAIN BUSINESS ACTIVITY

Enter the business activity that accounts for your income. Provide the general field as well as the product or service, for example, Wholesale-Groceries, Retail-Hardware or Profession-Electrician.

G. ACCOUNTING METHOD

Place a mark to indicate the accounting method used by your business to record accounting information. If the checkbox labeled "OTHER" is marked, indicate the accounting method used.

Note: The difference between cash versus accrual based-accounting relates to the timing and recording of expenses and revenues. It is anticipated that most business owners completing this form will use a cash-based accounting system, in which case business expenses and revenues are recorded at the time they are paid or received. Most small businesses prefer this method.

Accrual-based accounting is a method by which expenses and revenues are recorded when they are incurred or earned, whether or not cash has traded hands (such as a sale based on credit). Accrual-based accounting can be used by small companies if they so choose, but it is required to be used when a company has five million dollars or more in annual sales, or one million dollars or more in annual inventory-based sales. Most large businesses use this method.

H. TIME PERIOD COVERED BY REPORT

This form must be completed for either the six (6) or twelve (12) full calendar months immediately prior to the energy assistance application date. For example, if your application is taken on December 17th, and you choose to complete this form for a six-month period, the dates indicated in this section would need to be from June 1st through November 30th.

INCOME COMPUTATION SECTION:

Note: Some of the line items included below may not apply to your situation, in which case you may skip that line.

SECTION I - INCOME

1a. Gross receipts or sales

Enter the amount of the gross receipts from your business for the time period selected in Section H.

1b. Returns and allowances

Enter the amount of returns and allowances, which may include, but are not limited to, sales returns, rebates, and allowances (e.g., sales discounts) from the gross sales.

1c. Balance

Subtract Line 1b from 1a and enter the results on this line. This figure represents net sales.

2. Cost of goods sold

Once Section J (Cost of Goods Sold) is completed, take the final figure from line 10 and enter the amount on this line.

3. Cost of operations

Once Section K (Cost of Operations) is completed, take the final figure from line 15 and enter the amount on this line.

4. Gross profit

Subtract the sum of lines 2 and 3 from line 1c.

5. Other income

Include business-related income, such as amounts recovered from bad debts, interest and other types of miscellaneous income derived from the business.

6. Total income

Add the amounts for lines 4 and 5, and enter the total here. This figure represents your modified gross income for the time period you selected in Section H.

SECTION J – COST OF GOODS SOLD

7. Inventory/job-related supplies at beginning of period

The amount entered on this line must reflect the value of inventory and/or supplies on hand on the first day of the time period covered in Section H. Supplies on hand are those to be used to complete jobs or services related to a business. For example, an electrician can document the value of materials purchased to complete jobs, such as fixtures, wire, conduits, etc. You cannot deduct the value of equipment, such as vehicles or tools, used to perform your job on a day-to-day basis.

8a. Purchases

The amount on this line must equal the value of inventory and/or job related supplies purchased during the time period reflected in Section H.

8b. Cost of items withdrawn for personal use

Self-explanatory.

8c. Balance

Subtract line 8b from 8a and enter the amount here.

9. Inventory/job-related supplies at end of period

The amount entered on this line must reflect the value of inventory and/or supplies on hand on the last day of the time period covered in Section H.

10. Cost of goods sold

Subtract the amount indicated on line 9 from the sum of lines 7 plus 8c. This figure represents the cost of goods sold for the time period you selected in Section H.

SECTION K – COST OF OPERATIONS

11. Cost of labor

You can enter the cost of labor paid to anyone other than yourself or another household member on this line.

12. Business insurance

Enter the cost of business related insurance premiums (e.g., general liability insurance) for the time period selected in Section H on this line.

13. Rent/mortgage

If your business address is different from your residential address, you can enter the cost of your business rent or mortgage for the time period selected in Section H on this line.

14. Utilities/telephone

If your business address is separate from your home address, you can enter the cost of your business-related utilities, including your phone expenses, for the time period selected in Section H on this line.

15. Cost of operations

Total the amounts included on lines 11 through 14, and enter that figure on this line. This figure represents the cost of operations for the time period selected in Section H.

CERTIFICATION:

DO NOT SIGN THE SELF-EMPLOYMENT WORKSHEET UNTIL YOU ARE BEFORE A NOTARY PUBLIC. THIS FORM IS VALID ONLY IF IT IS NOTARIZED.

Changes cannot be made to this form after it has been notarized. If changes are necessary, a new self-employment form will need to be completed.

FINAL NOTE:

Completed self-employment forms must be accompanied by the business owner's most recently filed IRS Form 1040, including all schedules. If you have not filed income tax returns within the past three calendar years, you will be required to complete a notarized statement attesting to this fact.

HOJA DE TRABAJO DE AUTOEMPLEO

A. NOMBRE DEL SOLICITANTE			B. NÚMERO DE SEGURO SOCIAL	
C. NOMBRE DE LA EMPRESA			D. NÚMERO DE TELÉFONO	
E. DIRECCIÓN DE LA EMPRESA (número y calle)		(Ciudad o municipio)	(Código postal)	
F. ACTIVIDAD PRINCIPAL DE LA EMPRESA				
G. MÉTODO DE CONTABILIDAD (marque la casilla correspondiente)			H. TIEMPO CUBIERTO POR EL INFORME (Últimos 6 ó 12 meses completos)	
<input type="checkbox"/> EFECTIVO	<input type="checkbox"/> DEVENGADO	<input type="checkbox"/> OTRO (especifique)		
I. INGRESOS				
1. a. Ingresos o ventas brutas				
b. Devoluciones e indemnizaciones				
c. Saldo (reste 1b a 1a)				
2. Costo de los bienes vendidos (tomado de la Parte J, línea 10, a continuación)				
3. Costo de las operaciones (tomado de la Parte K, línea 15, a continuación)				
4. Beneficio bruto (reste la suma de las líneas 2 y 3 de la línea 1c)				
5. Otros ingresos (especifique)				
6. TOTAL DE INGRESOS (incluya las líneas 4 y 5)				
J- COSTO DE LOS BIENES VENDIDOS				
7. Inventario al comienzo del periodo				
8. a. Compras				
b. Costo de los artículos retirados para uso personal				
c. Saldo (reste la línea 8b de 8a)				
9. Inventario al final del periodo				
10. Costo de los bienes vendidos (reste la línea 9 de la suma de las líneas 7 y 8c)				
K- COSTO DE LAS OPERACIONES				
11. Costo del trabajo (no incluye su sueldo, ni el de otro miembro de su núcleo familiar)				
12. Seguro				
13. Alquiler o hipoteca (si la dirección de la empresa es diferente a la dirección de habitación)				
14. Servicios o telefonía (si la dirección de la empresa es diferente a la dirección de habitación)				
15. Costo de las operaciones (incluye de la línea 11 a la 14)				

POR MEDIO DE LA PRESENTE CERTIFICO que toda la información antes presentada en esta "HOJA DE TRABAJO" es verdadera y está completa, en todo uso de mi razón y mi conocimiento, y que entiendo que proporcionar información falsa, fraudulenta o engañosa está penado por la ley.

FIRMA DEL SOLICITANTE	FIRMA DEL NOTARIO
FECHA DE LA NOTARÍA	
	SELLO
FECHA DE VENCIMIENTO DE LA NOTARÍA	

INSTRUCCIÓN DEL PREPARADOR PARA LA HOJA DE TRABAJO DE AUTOEMPLEO

EL OBJETIVO DE LA HOJA DE TRABAJO DE AUTOEMPLEO ES PROPORCIONAR UN MÉTODO PARA COMPUTARIZAR INGRESOS PARA AQUELLOS INDIVIDUOS QUE ADMINISTRAN UNA EMPRESA Y CUYOS INGRESOS SE DERIVAN DE LA PROPIEDAD DE DICHO NEGOCIO, PERO NO RECIBEN UN SUELDO DE PARTE DE DICHA EMPRESA. AQUELLOS INDIVIDUOS QUE RECIBEN UN SUELDO DE PARTE DE SUS EMPRESAS DEBEN SER TRATADOS COMO CUALQUIER OTRO EMPLEADO.

ESTE FORMULARIO SE DEBE ENFOCAR SOLO EN AQUELLOS ARTÍCULOS DIRECTAMENTE RELACIONADOS CON SU EMPRESA. PARA QUE ESTA HOJA DE TRABAJO SEA ACEPTABLE, DEBERÁ “NOTARIARLA” DESPUÉS DE COMPLETARLA.

SECCIÓN DE DATOS GENERALES:

A. NOMBRE DEL SOLICITANTE

INGRESE SU NOMBRE - APELLIDO PRIMERO

B. NÚMERO DE SEGURO SOCIAL

INGRESE SU NÚMERO DE SEGURO SOCIAL

C. NOMBRE DE LA EMPRESA

INGRESE EL NOMBRE LEGAL DE SU EMPRESA COMO FIGURA EN EL EXPEDIENTE EN EL DEPARTAMENTO DE SERVICIOS DE IMPUESTOS DEL ESTADO (DEPARTAMENTO DE IMPUESTOS).

D. NÚMERO DE TELÉFONO

INGRESE EL NÚMERO DE TELÉFONO DE SU EMPRESA.

E. DIRECCIÓN DE LA EMPRESA,

INGRESE LA DIRECCIÓN COMPLETA DE SU EMPRESA. UTILICE SU DIRECCIÓN DE HABITACIÓN SOLO SI ADMINISTRA SU EMPRESA DESDE SU CASA.

F. ACTIVIDAD PRINCIPAL DE LA EMPRESA

INGRESE LA ACTIVIDAD DE LA EMPRESA QUE GENERA SUS INGRESOS. PROPORCIONE EL CAMPO GENERAL, ASÍ COMO TAMBIÉN EL PRODUCTO O SERVICIO (EJEMPLO: ‘VENTAS AL POR MAYOR-COMESTIBLES’, ‘VENTAS AL POR MENOR-EQUIPOS’ O ‘PROFESIONAL-BARBERÍA’).

G. MÉTODO DE CONTABILIDAD

MARQUE LA CASILLA CORRESPONDIENTE. EN CASO DE MARCAR “OTRO,” INDIQUE EL MÉTODO DE CONTABILIDAD UTILIZADO.

H. PERIODO DE TIEMPO QUE CUBRE EL INFORME

PUEDE COMPLETAR ESTE FORMULARIO YA SEA PARA LOS 6 O 12 MESES COMPLETOS PREVIOS A LA FECHA DE SU SOLICITUD DE ENERGÍA.

SECCIÓN DE COMPUTARIZACIÓN DE INGRESOS:

I. INGRESOS

1a. INGRESOS O VENTAS BRUTAS

INGRESE EL MONTO DE LOS INGRESOS BRUTOS DE SU EMPRESA.

1b. DEVOLUCIONES E INDEMNIZACIONES

INCLUYE ARTÍCULOS COMO DEVOLUCIONES EN VENTAS, REBAJAS E INDEMNIZACIONES DE LAS VENTAS BRUTAS.

1c. SALDO

RESTE LA LÍNEA 1b DE LA 1a E INGRESE EL RESULTADO EN LA LÍNEA.

(ESTO REPRESENTA LAS VENTAS NETAS)

2. COSTO DE LOS BIENES VENDIDOS

COMPLETE LA PARTE J DEL FORMULARIO E INGRESE EL RESULTADO EN LA LÍNEA.

3. COSTO DE LAS OPERACIONES

COMPLETE LA PARTE K DEL FORMULARIO E INGRESE EL RESULTADO EN LA LÍNEA.

4. GANANCIA BRUTA

RESTE LA SUMA DE LAS LÍNEAS 2 Y 3 DE LA LÍNEA 1c.

5. OTROS INGRESOS (RELACIONADOS CON LA EMPRESA)

SOLO INCLUYE INGRESOS, TALES COMO MONTOS RECUPERADOS DE DEUDAS, INTERESES Y OTRO TIPO DE INGRESOS DIVERSOS, DERIVADOS DE LA EMPRESA.

6. TOTAL DE INGRESOS

INGRESE EL TOTAL DE LAS LÍNEAS 4 Y 5. ESTO REPRESENTA SU INGRESO TOTAL.

CERTIFICADO

ESTE FORMULARIO ES VALIDO SOLO SI ESTÁ “NOTARIADO”.

NO COMPLETE ESTA SECCIÓN DEL FORMULARIO HASTA QUE ESTÉ ANTE UN NOTARIO PÚBLICO.