Self-Employed Income Worksheet

Organize a business owner's income, records and ownership before loan review.

BEFORE YOU BEGIN

- Use the same reporting dates on this worksheet, Profit and Loss and Balance Sheet when requested.
- Enter actual business numbers. Owner draws, deposits and transfers do not automatically equal income. Do not add them again to profit.
- Gather personal and business tax returns, applicable schedules, current financial statements and supporting records requested by your loan team.
- Calculated figures help organize your records. The lender will determine eligible qualifying income.

Borrower and business

Borrower / owner full legal name

Business legal name

Trade name / DBA

Business address

Business activity / industry

Business structure

Business started

Your ownership percentage

Ownership began

Tax forms filed

Business EIN last four digits only

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Prior tax years

Most recent filed tax year

Business net profit / loss for that year

Previous filed tax year

Business net profit / loss for previous year

Tax-year source documents and explanations

Income and cash flow snapshot

Enter actual figures for the same period as your Profit and Loss. This snapshot is an organizing tool; taxable or qualifying mortgage income requires a separate review.

Period beginning

Period ending

Number of months covered

Your gross W-2 wages from this business

Business sales and receipts during this period

Business expenses during this period

Business net profit / loss (calculated)

Your share of business profit / loss (calculated)

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Owner draws / distributions received

Owner capital contributed

Business cash currently available

Monthly share of business profit / loss (calculated)

Business stability and documentation

Is the business currently operating?

Is revenue seasonal or changing materially?

Explain seasonality, losses or significant changes

Will business funds be used for down payment or closing?

If Yes, explain the effect on business operations

Who maintains the business books?

Bookkeeper / accountant name

Bookkeeper / accountant contact

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Records available or attached

Owner certification

I certify that the information is accurate to the best of my knowledge and that I have explained material changes. The monthly figures are a planning snapshot and do not replace a lender's income analysis.

Owner signature

Date signed

Prepared by (if different from owner)