

**SELF—EMPLOYMENT INCOME AND EXPENSE TRACKER**

If you are self-employed this worksheet is designed to help you track your income and expenses for your job—NOT YOUR HOUSEHOLD. This means taking your total monthly earnings and subtracting your total monthly expenses for your job—NOT YOUR HOUSEHOLD.

Tracking your income and expenses month by month will help Habitat calculate your total income.

As a Partner Family Homebuyer AND an applicant you **MUST TRACK YOUR INCOME AND EXPENSES EVERY**

**MONTH**.

Examples of expenses include:

* **TAXI DRIVERS:** gas, car maintenance, car repairs, auto insurance, leasing fees, **mileage**, etc.
* **HOUSE CLEANERS/MAIDS:** cleaning supplies, insurance, gas, etc.
* **CONSTRUCTION/LANDSCAPE WORKERS:** supplies, tools, licensing fees, gas, etc.

Need help or have questions? Contact the Homeowner Services team at 434-293-9066 or [familyservices@cvillehabitat.org.](mailto:familyservices@cvillehabitat.org)

Other resources:

|  |  |
| --- | --- |
| **Piedmont Housing Alliance** | **Community Investment Collaboration**  300 Preston Avenue, Suite 206  Charlottesville, VA 22902  434-218-3481  [info@cicville.org](mailto:info@cicville.org)  Cicville.org |
| 682 Berkmar Circle  Charlottesville, VA 22901  434-817-2436  Piedmonthousingallicance.org |

**SELF EMPLOYMENT—INCOME & EXPENSE KEY**

Please include the name of the company or the person where your income comes from.

Income: Uber\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: Lyft\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Next, write down all expenses relating to your job (insurance, gas, car washes, supplies, etc.)

 Then, pick a highlighter or pen color to match that expense.

 At the end of each month, add up your total income and total expenses. Subtract your total expenses from your total income to get your net monthly income.

Expense: Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: Car Wash\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: Insurance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Jon Snow

**EXAMPLE FOR TAXI DRIVER**

Month: January Year: 2021

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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
|  | 1 | 2  $21.78 | 3 | 4 | 5  $22.56 | 6  $62.17 | Income  $0  Expenses:  $106.51 |
| 7  $239.78  $78.34 | 8 | 9  $31.01 | 10 | 11 | 12 | 13  $27.53 | Income  $318.12  Expenses:  $58.54 |
| 14  $468.19  $23.91 | 15 | 16 | 17  $33.42 | 18 | 19 | 20  $26.37 | Income  $492.10  Expenses:  $59.79 |
| 21  $301.67  $83.24 | 22 | 23  $18.57 | 24 | 25  $89.95 | 26  $36.03 | 27 | Income  $384.91  Expenses:  $144.55 |
| 28  $518.23  $42.48 | 29 | 30 | 31  $23.74 |  |  |  | Income  $560.71  Expenses:  $23.74 |

|  |  |  |
| --- | --- | --- |
| NOTES: | Total Income | **$1755.84** |
|  | **—** |
| Total Expenses | **$393.13** |
|  | **=** |
| Net Income | **$1362.71** |

**SELF EMPLOYMENT—INCOME & EXPENSE KEY**

Please include the name of the company or the person where your income comes from.

Income: Uber\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: Lyft\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Next, write down all expenses relating to your job (insurance, gas, car washes, supplies, etc.)

 Then, pick a highlighter or pen color to match that expense.

 At the end of each month, add up your total income and total expenses. Subtract your total expenses from your total income to get your net monthly income.

Expense: \_Mileage ($.058/mile)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_Uber fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Jon Snow

**EXAMPLE FOR TAXI DRIVER**

Month: January Year: 2021

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
|  | 1 | 2 | 3  Mileage: 43.1 | 4 | 5  Mileage: 35.2 | 6 | Income  $0  Mileage:  78.3 |
| 7  $239.78  $78.34 | 8 | 9 | 10  Mileage: 13.8 | 11  Mileage: 20.8 | 12  Mileage: 13.6 | 13  Mileage: 56.4 | Income  $318.12  Mileage:  104.6 |
| 14  $468.19  $23.91  Mileage: 55.9 | 15 | 16  Mileage: 19.4 | 17  Mileage: 30.7 | 18 | 19  Mileage: 59.8 | 20  Mileage: 63.8 | Income  $492.10  Mileage:  254.3 |
| 21  $301.67  $83.24  Mileage: | 22 | 23 | 24 | 25  Mileage: 29.3 | 26  Mileage: 27.6 | 27 | Income  $384.91  Mileage:  56.9 |
| 28  $518.23  $42.48  Mileage: 64.8 | 29  Mileage: 21.6 | 30  Mileage:30.7 | 31  Mileage: 31.8 |  |  |  | Income  $560.71  Mileage:  148.9 |

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| --- | --- | --- |
| NOTES: | Total Income | **$1755.84** |
|  | **—** |
| Total Expenses | **$372.94** |
|  | **=** |
| Net Income | **$1382.90** |

**SELF EMPLOYMENT—INCOME & EXPENSE KEY**

Please include the name of the company or the person where your income comes from.

Income: Color:

Income: Color:

Income: Color:

Income: Color:

Income: Color:

 Next, write down all expenses relating to your job (insurance, gas, car washes, supplies, etc.)

 Then, pick a highlighter or pen color to match that expense.

 At the end of each month, add up your total income and total expenses. Subtract your total expenses from your total income to get your net monthly income.

Expense: Color:

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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
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| NOTES: | Total Income |  |
|  | **—** |
| Total Expenses |  |
|  | **=** |
| Net Income |  |

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Please include the name of the company or the person where your income comes from.

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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
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| --- | --- | --- |
| NOTES: | Total Income |  |
|  | **—** |
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|  | **=** |
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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
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| NOTES: | Total Income |  |
|  | **—** |
| Total Expenses |  |
|  | **=** |
| Net Income |  |

**SELF EMPLOYMENT—INCOME & EXPENSE KEY**

Please include the name of the company or the person where your income comes from.

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Expense: Color:

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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** |  |
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| NOTES: | Total Income |  |
|  | **—** |
| Total Expenses |  |
|  | **=** |
| Net Income |  |