

Instructions for Self-Employment

Definition for self-employment:

Business owners, 1099 Independent contractors, and individuals earning income from transportation network companies such as Uber and Lyft. This also includes income earned from other gig platforms such as TaskRabbit, Amazon, GrubHub, Doordash etc. or any individual who files self-employment and/or a Schedule C on their tax returns.

You must submit ALL of the following:

1. Your most recent 2 years of Federal and State income tax returns.
2. All schedule C, SE, and 1099s from the most recent 2 tax years.
3. Provide all year-to-date invoices, copies of checks, and any income receipts for self-employment income.
4. The year-to-date Profit & Loss Statement **(please complete on page 2).**
5. The Self-Employment Self-Affidavit **(please complete on page 3).**

*If you earned any income from Uber, Lyft, Amazon Flex, or any other “gig” platforms, please see instructions below for tips on downloading your income statements.

*If you are an S/Corp, you need to provide a year-to-date P&L prepared by your tax consultant along with items 1 through 3. You do not need to complete the P&L or Affidavit on this form if you are an S/Corp and providing a P&L prepared by your tax consultant.

Tips to access Uber monthly earning statements:

To access your monthly statements, please sign in to partners.uber.com and clicking "Tax Information." Each tax statement is available within a week after the month ends. Download the "Monthly Tax statement" and save as PDF version.

Tips to access Lyft monthly earning statements: To access your monthly statements, please sign in to "Driver Dashboard" click on "Driving History" tab in the Driver Dashboard. The Dashboard lets you see earnings by day, week, month, or year. Download the "Monthly Tax statement" and save as PDF version.

Please note:

- **Pictures or screen shots of documentation are not accepted. If you are unable to download copies of documents, please scan your documents using your phone or scanning services.**
 - [Click here](#) for a tutorial in scanning documents with an iPhone
 - [Click here](#) for a tutorial on scanning documents with an Android.
- **Your income document receipts should match the revenue you report on page 2 of this form.**
- **S/Corp: When calculating net income, owners must not deduct principal payments on loans, interest on loans for business expansion or capital improvements, other expenses for business expansion, or outlays for capital improvements.**

Please Continue to Page 2

YEAR TO DATE PROFIT & LOSS MONTHLY STATEMENT.

Instructions:

Fill in your monthly revenue and expenses and totals will auto fill at bottom of this page and page 3. Also, complete all red sections and digitally sign this page and page 3.

Business Name/Type: _____

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
REVENUES (SALES)												
EXPENSES												
Salary Expenses												
Payroll Expenses												
Outside Services												
Supplies (office and operating)												
Repairs and maintenance												
Advertising												
Car, delivery and travel												
Accounting and legal												
Rent												
Telephone												
Utilities												
Insurance												
Taxes (real estate, etc.)												
Interest												
Depreciation												
Other expenses - Discounts												
Other expenses - Returns												
Other expenses - Shipping												
Misc. (unspecified)												
TOTAL EXPENSES												
NET PROFIT												

I certify that the information given on this form is true to the best of my knowledge and that any misrepresentation of information may lead to cancellation and/or rejection of my application for tenancy or a breach of my lease and may be subject to criminal penalties.

Applicant Signature

Date

Please Continue to Page 3

SELF EMPLOYMENT SELF-AFFIDAVIT

Applicant/Tenant: _____

Name of Business: _____

Type of Business: _____

Position Held: _____

Date Business Started: _____

Business Address: _____

Year to Date **gross** Income earned:\$ _____

Year to Date business expenses:\$ _____

Year to Date **net** income earned: \$ _____

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Applicant Signature **Date**