

INSTRUCTIONS FOR COMPLETING THE SELF-EMPLOYMENT LEDGER

GROSS INCOME

List gross income amounts received by month in the appropriate fields. When the work was completed is not important, only when the income was received needs to be known.

EXPENSES (COSTS OF SELF-EMPLOYMENT)

For clients who incur expenses related to producing goods or services but provide no tax return to document such expenses, the department applies a standard disregard of 49 percent to the gross income and does not calculate actual expenses.

For clients who do not incur expenses related to producing goods or services, no standard disregard is applied.