

# SELF-EMPLOYED WORK

If you are a self-employed, it is very important to ask your employer or contractor for the form 1099-NEC or a letter stating: the dates on which you worked, occupation and amount you were paid. In case that you do not have any of these documents you can bring in writing: name, address, occupation, telephone number of the person(s) with which you worked for and the amount you were paid. Also, six months of your bank statements as a sample of income.

WE ALSO NEED YOU TO WRITE IN THE LOWER PART OF THIS SHEET YOUR INCOME AND EXPENSES THAT REFER TO YOUR TYPE OF WORK.

Note: If you don't know how much you earned in 2024 and have a bank account, please add up all your bank deposits, this information can be taken from your statements each month.

## BUSINESS INCOME

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employer Identification Number (if applicable):** \_\_\_\_\_

Total Income	\$		
Merchandise purchase for sale	\$	Office Expenses	\$
Advertising	\$	Repairs	\$
Bank Charges	\$	Taxes	\$
Commissions	\$	Cellphone	\$
Delivery / Shipping	\$	Wages	\$
Insurance	\$	Seminars	\$
Legal / Professional	\$	Work Clothes	\$
Total Business Mileage	\$	Other	\$
Entertainment	\$	Other	\$
Utilities	\$	Other	\$

\*Remember to keep this, receipts, bank statements for 5 years in case of auditing. By submitting this form to us, you confirm that the information you are providing is accurate and supported with the necessary documents.