

## Sample Profit and Loss Statement for Self-Employed Borrowers

*Note: This is a sample template to be used as a guide for homeowners.  
Depending on your business, you may be asked to provide additional information.*

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

**Dates:** \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

<b>Gross margin</b>	%	%
<b>Return on sales</b>	%	%

Quarterly **OR** Year-to-date

**Sales Revenue**

Sales Revenue	\$	\$
<b>Total Sales Revenue</b>	\$	\$

**Cost of Sales**

Product/Service	\$	\$
<b>Total Cost of Sales</b>	\$	\$

<b>Gross Profit</b>	<b>\$</b>	<b>\$</b>
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**Operating Expenses**

**Sales and Marketing**

Advertising	\$	\$
<b>Total Sales and Marketing Expenses</b>	\$	\$

**Research and Development**

Technology licenses	\$	\$
<b>Total Research and Development Expenses</b>	\$	\$

**General and Administrative**

Officer wages and salaries	\$	\$
Employee wages and salaries	\$	\$
Supplies	\$	\$
Meals and entertainment	\$	\$
Rent	\$	\$
Telephone	\$	\$
Utilities	\$	\$
Depreciation	\$	\$
Insurance	\$	\$
Repairs and maintenance	\$	\$
<b>Total General and Administrative Expenses</b>	<b>\$</b>	<b>\$</b>

<b>Total Operating Expenses</b>	<b>\$</b>	<b>\$</b>
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<b>Income from Operations</b>	<b>\$</b>	<b>\$</b>
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<b>Other Income</b>	\$	\$
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**Taxes**

Income taxes	\$	\$
Payroll taxes	\$	\$
Real estate taxes	\$	\$
Other taxes (specify):	\$	\$
Other taxes (specify):	\$	\$
<b>Total Taxes</b>	<b>\$</b>	<b>\$</b>

<b>Net Profit</b>	<b>\$</b>	<b>\$</b>
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# Instructions for Completing Sample Profit and Loss Statement for Self-Employed Homeowners

**Sample Profit and Loss Statement for Self-Employed Homeowners**

*Note: This is a sample template to be used as a guide for homeowners. Depending on your business, you may be asked to provide additional information.*

Name of Company: \_\_\_\_\_

Dates: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Gross margin	1			%
Return on sales	2			%

Quarterly **OR** Year-to-date

**Sales Revenue**

Sales Revenue		\$	\$
<b>Total Sales Revenue</b>	3	\$	\$

**Cost of Sales**

Product/Service		\$	\$
<b>Total Cost of Sales</b>		\$	\$

**Gross Profit**

<b>Gross Profit</b>	4	\$	\$
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**Operating Expenses**

**Sales and Marketing**

Advertising		\$	\$
<b>Total Sales and Marketing Expenses</b>		\$	\$

**Research and Development**

Technology licenses		\$	\$
<b>Total Research and Development Expenses</b>		\$	\$

**General and Administrative**

Officer wages and salaries		\$	\$
Employee wages and salaries		\$	\$
Supplies		\$	\$
Meals and entertainment		\$	\$
Rent		\$	\$
Telephone		\$	\$
Utilities		\$	\$
Depreciation		\$	\$
Insurance		\$	\$
Repairs and maintenance		\$	\$
<b>Total General and Administrative Expenses</b>		\$	\$

**Total Operating Expenses**

<b>Total Operating Expenses</b>	5	\$	\$
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**Income from Operations**

<b>Income from Operations</b>	6	\$	\$
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**Other Income**

<b>Other Income</b>	7	\$	\$
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**Taxes**

Income taxes		\$	\$
Payroll taxes		\$	\$
Real estate taxes		\$	\$
Other taxes (specify):		\$	\$
Other taxes (specify):		\$	\$
<b>Total Taxes</b>		\$	\$

**Net Profit**

<b>Net Profit</b>	8	\$	\$
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The numbered sections correspond to the definitions below. Please note that the numbered order of the definitions is not necessarily the order in which the form should be completed.

In the columns, provide **either** your most recent Quarterly **or** Year-to-date numbers

1. Gross Margin = (Gross Profit) / (Total Sales Revenue)
2. Return on Sales = (Net Profit) / (Total Sales Revenue)
3. Total Sales Revenue = All Income from Sales or Services. All money collected from the work you have done.
4. Gross Profit = (Total Sales Revenue) - (Total Cost of Sales)
5. Total Operating Expenses = (Total Sales and Marketing Expenses) + (Total Research and Development Expenses) + (Total General and Administrative Expenses)
6. Income from Operations = (Gross Profit) - (Total Operating Expenses)
7. Examples of Other Income includes: bad debts recovered, interest, tax refunds and other miscellaneous business income
8. Net Profit = (Income from Operations) + (Other Income) - (Total Taxes)