

How to Fill Out Your Business Income Worksheet

A simple guide for self-employed borrowers · Best Finance

Keep it simple. You do **not** need an accountant, and you do **not** need to fill in every row. Use the template, type in your real numbers, make sure the math adds up, sign it, date it. That's it.

The worksheet is simply what you made minus what you spent. The lender calls it a "Profit & Loss Statement," which is the title at the top of the form. Same thing.

What we need from you

Three Business Income Worksheets, one per sheet, for your **main business**:

1. **2024** — January 1 to December 31, 2024
2. **2025** — January 1 to December 31, 2025
3. **2026 year-to-date** — January 1 through the end of last month

Each one must be **signed and dated by you**, the owner. No tax returns, W-2s or 1099s are needed for this program.

Filling in the worksheet, step by step

1. **Business name and address** at the top. Use the exact legal name of your business (the name on your license, LLC filing or DBA).
2. **The period.** Fill in the dates, for example "1 January 2025 to 31 December 2025". For the year-to-date sheet, use "1 January 2026 to 30 September 2026" (last day of the most recent full month).
3. **Income.** Enter the total money your business brought in during that period. One number on the "Services" line is fine. Then put the same number on **Total Income**.
4. **Expenses.** Enter what you spent to run the business, one line per category. **Only use the rows that apply to you.** Leave the rest blank or put 0. If a category is missing, use the "MISC / Other" row.
5. **Total Expenses.** Add up every expense line you filled in.
6. **Profit / (Loss).** Total Income minus Total Expenses. **Double-check this one.** A math error is the number-one reason a worksheet gets sent back.
7. **Prepared By** — your name, then **sign** and **date** it.

Example (a simple one is perfectly fine)

ABC Plumbing LLC — Business Income Worksheet — 1 January 2025 to 31 December 2025	
Income — Services	\$142,000
Total Income	\$142,000
Material and Parts	\$31,000
Fuel and Vehicle Expenses	\$9,500
MISC / Other	\$2,500
Total Expenses	\$43,000
Profit / (Loss)	\$99,000
Prepared By: <i>Jane Smith</i> Signature: _____ Date Prepared: 10/08/2026	

Three expense rows used, the rest left blank. That is a complete, acceptable worksheet.

What the lender checks

The underwriter looks at a few specific things. Getting these right the first time keeps your file moving:

- **Signed and dated by the owner** on every sheet. An unsigned worksheet is sent back.
- **The math works.** Total Income – Total Expenses = Profit, on every page.
- **Business name matches** your license, LLC or DBA paperwork, and the business is listed under your name with the state.
- **Profit, not a loss.** The bottom line should be a positive number for each period.
- **Income is steady or growing.** 2025 profit should be at least as much as 2024, and 2026 year-to-date should be on pace to match or beat 2025. If your business had a slow stretch, tell us before you submit so we can plan the best way to present it.

Own more than one business? We need a signed worksheet for **each** business you own, even if we're only using income from one. Let us know about every business up front so nothing surprises the underwriter later.

Common mistakes to avoid

- Forgetting to sign or date the page, or leaving the date range blank at the top.
- A Profit line that doesn't equal Income minus Expenses.
- Mixing years together, or using a year-to-date period that ends mid-month. End on the last day of a full month.
- Using a nickname or shortened business name instead of the registered name.

How to send it

Save each sheet as a PDF (or take a clear photo of the signed page) and upload it to your document portal, or email it to **chris@gobestfinance.com**. Questions? Call or text **(813) 582-7432**. Two minutes on the phone beats a form bouncing back.

Later in the process (once you're under contract) we'll also ask for a short **balance sheet** dated the same month-end as your year-to-date worksheet. We'll send a template and instructions then.

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This guide is for informational purposes and is not a commitment to lend. Program guidelines are set by the lender and may change.