

**12 Month Profit & Loss Program Instructions**

There are two documents attached which need to be completed by the person reviewing the profit and loss after reading and acknowledging this instruction form. The first attachment is a questionnaire regarding the borrower's business. The second attachment is a P&L template that needs be reviewed and signed by a certified tax preparer or CPA. Make sure the most recent 12 months of income and expenses are used in the analysis.

Those reviewing the profit and loss holding a license as a CPA, enrolled agent, or annual filing season participant (AFSP) must provide their license number. If the person reviewing the profit and loss statement only has a PTIN designation, documentation identifying their PTIN along with a minimum of 2 years' of experience preparing taxes must be provided (i.e. PTIN renewal 2 or more years prior, letter from tax preparation employment verifying 2+ years' experience, or 2+ years' business existence for owners of tax preparation businesses).

The following definitions apply to the categories listed on the profit and loss template, as well as the questionnaire.

<b>Cost of Goods Sold</b>	means the cost to the business to acquire the raw materials used to complete the work or provide the service requested, but does not include materials purchased by the customer directly.
<b>Wages/Payroll</b>	Means any cost, including benefits, to persons other than the borrower reported under a W2.
<b>Contract Labor</b>	Means any cost, including benefits, to persons other than the borrower not reported on a W2.
<b>Rent</b>	Means the cost paid for any space used by the business to bring the good, or service, to market.
<b>Advertising</b>	Means all costs associated with promoting the business, including phone book listings, social media, billboards, radio, television, etc.
<b>Equipment</b>	Means the cost of any equipment used by the business to bring the good, or service, to market including rentals.
<b>Repairs/Maintenance</b>	Means the cost of parts and labor involved in keeping equipment, goods, or services in usable condition for the continuation of the business.
<b>Insurance</b>	Means any bond, or insurance used to protect the business against risk in the operation of the business.
<b>Sales, General, Admin</b>	Means any cost the business has in general operation, including: phones, utilities, licenses, office supplies, gas, internet, etc.
<b>Other</b>	Is for any cost not specifically listed above incurred by the business in order to continue to operate.

If any of the expenses defined above are not applicable to the borrower's business, please provide a detail explanation in the appropriate comment box in the questionnaire that follows.

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1. Name of tax preparer's business:		
2. Does the tax preparer own this business?		
3. How long has the tax preparer's business been in existence?	Years	Months
4. How long has the tax preparer worked for their current company?		
5. How long has preparer filed the borrower'(s) self-employed taxes:	Years	
6. How many years has the tax preparer had their PTIN?		
7. What is the tax preparers' designation or certification? <small>Check all that apply</small>	<input type="checkbox"/> CPA <input type="checkbox"/> Enrolled Agent <input type="checkbox"/> PTIN <input type="checkbox"/> AFSP <input type="checkbox"/> CTEC	
8. What is the NAICS code for the borrower's business? <i>Ensure that this code is as accurate as possible, <a href="https://www.naics.com/search/">https://www.naics.com/search/</a></i>		
9. How did you determine "Total Gross Income"?	<input type="checkbox"/> Business Bank Statements <input type="checkbox"/> Personal Bank Statements <input type="checkbox"/> Other (explain in text below)	
10. How did you verify the Business Expenses?	<input type="checkbox"/> Business Bank Statements <input type="checkbox"/> Personal Bank Statements <input type="checkbox"/> Other (explain in text below)	
11. If Bank Statements were used, which account #'s?:  If Bank Statements were <u>not</u> used, then what was used to complete this form?		
12. Are income and expenses consistent from month to month or seasonal?		
Please provide a detailed description of the borrower's business, including how income is generated, along with the type of expenses incurred. For explanations on \$0 expense items go to page 4.		
By signing below the person reviewing the profit and loss statement acknowledges and understands the definitions listed on the instruction page, and has accurately represented them to the borrower's business on these forms.		
Signature of person reviewing this form		
Print Name of person reviewing this	Date of Review (mm/dd/yyyy)	

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Borrower Name		Reviewer Name:
Name of Borrower's Business		
Years in Operation		
Ownership %(i.e. 100=100%)		Reviewer Address:
Please ensure you are reporting most recent 12 month time frame		
Period Beginning		
Period Ending		
<b>Income</b>		
Total Gross Income		Reviewer Phone:
<b>Expenses (if \$0 or none, need to explain why below)</b>		
Cost of Goods Sold		<p>For the purpose of mortgage application qualification only, I determined this profit and loss statement to reasonably reflect the income and expenses of the business described. I certify that I am independent from the borrower, mortgage broker, bank, and title company. I have no financial, or other interest in the business described other than assisting to complete tax, or financial records. I am not receiving any compensation contingent on the closing of any loan related to the borrower.</p>
Wages/Payroll		
Contract Labor		
Rent		
Advertising		
Equipment		
Repairs/Maintenance		
Insurance		
Sales, General, Admin.		
Other		
<b>Total Expenses</b>		
<b>Net Income (loss)</b>		
<b>Qualifying Income (loss)</b>		
Signed _____		
Date _____		
PTIN# _____		

Please refer to the profit and loss instruction page for details on what expenses should be included in each category listed.

**Explanation for why an expense is not applicable to the borrower's business:**

Cost of goods sold:	
Wages/Payroll:	
Contract labor:	
Rent:	
Advertising:	
Equipment:	
Repairs/Maintenance:	
Insurance:	
Sales, General, Admin:	
Other:	