

## Statement of Self-Employment Income

**Instructions:** Please complete one form for EACH separate type of self-employment business. Sign at bottom.

**Part 1:**

Name of person with self-employment income: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_  
 Number of full months and period covered in this income statement: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(Example: 12 months) (Example: January 2015 – December 2015)  
 Description of business or trade: \_\_\_\_\_ Date business began: \_\_\_\_\_

**Part 2:**

Is this seasonal self-employment income?  Yes  No (Seasonal means that you **only** earn this self-employment for part of the year.)

**If Yes:** For how many months of the year is this self-employment intended to support you? \_\_\_\_\_  
(number of months)

Have you filed federal taxes with the IRS for this self-employment?  Yes  No

**If No:** Go to Part 3.

**If Yes:** Please provide a copy of your most recent federal income taxes, including all schedules and forms.

Are these taxes reflective of your current self-employment income and expenses?  Yes  No

**If No:** Explain why your federal taxes are not reflective of your current income and expenses:

\_\_\_\_\_

**Part 3:**

Eligibility is based on twelve months of self-employment. List monthly business income and expenses in the table below. Enter actual income and expenses for the months the business operated. Enter projected or estimated income and expense for the other months. Note that all twelve months must be filled in with either actual or projected/estimated. **See the reverse side of this form for further instructions on entering income and expense.**

MONTH & YEAR INCOME RECEIVED <small>Example: January 2016</small>	GROSS BUSINESS INCOME RECEIVED <small>Example: \$525.00</small>	GROSS BUSINESS EXPENSE PAID <small>Example: \$219.00</small>	ACTUAL or PROJECTED
1 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
2 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
3 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
4 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
5 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
6 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
7 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
8 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
9 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
10 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
11 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected
12 _____ 20____	\$	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Projected

The above information is true, correct, and complete to the best of my knowledge.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions:**

This form is to record income and expenses for self-employment only. Self-employment is the process of actively earning income directly from one's own business, trade or profession. Persons are considered self-employed if all of the following are true:

- responsible for obtaining or providing a service or product **and**
- earn income directly from their own business **and**
- are not required to have federal income tax and FICA payments withheld from their earnings **and**
- are not required to complete an IRS W4 form for an employer **and**
- are not covered by workers' compensation.

Use this form only when federal taxes have not been filed or are not reflective of current income. Use a separate form for each type of self-employment and for each person in the household who has self-employment income. You must answer all the questions and sign and date at the bottom. Use additional sheets of paper if you need to. Sign and date each sheet. Remember, this is your sworn statement.

**Income:**

This is any money that you earn working for yourself. It is not money that you earn working for someone else, unless a 1099 is issued to you. A 1099 form is a record that an entity or person other than your employer gave or paid you money. See instructions above. If you are in doubt, ask. Do not list it by the date the work was completed, list it as the date the income was received. List the gross amount before any deductions.

Income is any money that you receive via cash, check or credit card for sales of products or services you provide. Depreciation minus Section 179 Depreciation is countable income for the CCFAP Program. Section 179 Depreciation is found on your IRS 4562 form.

**Expenses:**

This is direct costs of doing business. List by date the expense was incurred. Expenses are non-personal costs that are directly related to producing the income.

**EXAMPLES THAT CAN BE CLAIMED:**

- Supplies such as paper, postage.
- Raw materials used to make a product
- Rent for office space
- Business insurance premiums
- Legal and accounting fees, licenses and permits
- Payments on principal and interest of loans for income-producing purposes
- Capital asset purchases such as equipment and machinery
- Advertising
- Stock and inventory
- Mileage at the current federal rate or actual expense for trips between business sites (the mileage rate includes expenses such as gas, oil, etc.
- Service, maintenance and repair of your business property and equipment
- Wages you pay to other employees or sub-contractors

**Expenses that cannot be claimed:**

Only expenses for your business can be claimed. Do not include person expenses or normal living expenses.

**EXAMPLES THAT CANNOT BE CLAIMED:**

- Net business loss from a prior year
- Costs of goods that you use for personal reasons
- Personal portions of rent, mortgage and vehicle costs
- Mileage expenses from your home to and from work location
- Wages that you pay to yourself or someone in your household
- Federal, state and local income taxes