

Verification of Self-Employment Form

Regarding Self-Employment and Cash-Paid Employment

If you are paid in cash or check and your employer does not take out your taxes, or if you are operating your own business, then you are considered to be self-employed. Self-employed applicants shall provide appropriate documentation sufficient to determine a minimum of 20 hours of employment per week as well as income and any business expenses incurred

Parent/Guardian Information

Last name:	First name:	Middle name:	
Street address:	City:	State:	ZIP code:

Business Information

Business name:		Business start date:	
Street address:	City:	State:	ZIP code:
Type of business:		Business phone number:	

Required Business Documentation

Please attach the following at initial application and redetermination:

VERIFICATION OF INCOME:

- Copy of most current /recent Federal income Tax return if reflective of current earnings; or
- Parent/Guardian Self-Employment Verification Form and two of the following:

<input type="checkbox"/> Accounting ledgers	<input type="checkbox"/> Account statements
<input type="checkbox"/> Bank deposit slips	<input type="checkbox"/> Canceled checks
<input type="checkbox"/> Receipts	<input type="checkbox"/> Credit card sales slips
<input type="checkbox"/> Invoices	

BUSINESS EXPENSES:

Generally, you may claim any business expense that is allowed by the Internal Revenue Service (IRS), with the exception a deduction for depreciation.

Example of business expenses are:

- Materials/chemicals/supplies use to produce goods or services
- Space rent and business utilities (electricity, water, Internet, phone, etc.)
- Maintenance of business property
- Payroll or wages
- Business Insurance
- Vehicle expense for business purpose with documentation
- Legal, accounting or other professional fees

Self-Employment Work Hours and Income

Parent/Guardian Name: _____

The customer who signs the receipts or invoices must be available by phone to verify the information if needed.

<p>WEEK ONE: Dates: _____ through _____</p> <p>Monday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Tuesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Wednesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Thursday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Friday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Saturday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Sunday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>TOTAL NUMBER OF HOURS, WEEK ONE: _____</p> <p>TOTAL INCOME EARNED, WEEK ONE: _____</p> <p>TOTAL NUMBER OF CUSTOMERS SERVED: _____</p>	<p>WEEK TWO: Dates: _____ through _____</p> <p>Monday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Tuesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Wednesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Thursday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Friday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Saturday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Sunday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>TOTAL NUMBER OF HOURS, WEEK TWO: _____</p> <p>TOTAL INCOME EARNED, WEEK TWO: _____</p> <p>TOTAL NUMBER OF CUSTOMERS SERVED: _____</p>
<p>WEEK THREE: Dates: _____ through _____</p> <p>Monday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Tuesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Wednesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Thursday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Friday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Saturday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Sunday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>TOTAL NUMBER OF HOURS, WEEK THREE: _____</p> <p>TOTAL INCOME EARNED, WEEK THREE: _____</p> <p>TOTAL NUMBER OF CUSTOMERS SERVED: _____</p>	<p>WEEK FOUR: Dates: _____ through _____</p> <p>Monday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Tuesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Wednesday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Thursday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Friday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Saturday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>Sunday from _____ AM/PM to _____ AM/PM \$ _____</p> <p>TOTAL NUMBER OF HOURS, WEEK FOUR: _____</p> <p>TOTAL INCOME EARNED, WEEK FOUR: _____</p> <p>TOTAL NUMBER OF CUSTOMERS SERVED: _____</p>

The information written on this form is true and accurate to the best of my knowledge. I am aware that if I have given false information intentionally, I may be subject to prosecution for fraud.

Parent/Guardian Signature _____

Date: _____

Self-Employment Expenses

Parent/Guardian Name: _____

The customer who signs the receipts or invoices must be available by phone to verify the information if needed.

Calculating expenses:

Note: Business expenses are the costs you incur to carry on your business. Expenses may only be deducted from income with supporting documentation. Your supporting documents should show the amounts paid for those business expenses. Such as: Receipts; Account statements; Invoices; Canceled checks.

Date	Paid to	Expense type	Check No.	Amount paid
Monthly total:				\$

The information written on this form is true and accurate to the best of my knowledge. I am aware that if I have given false information intentionally, I may be subject to prosecution for fraud.

Parent/Guardian Signature _____ Date: _____

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