

## SELF-EMPLOYMENT VERIFICATION INCOME AND EXPENSES

This form is to record income and expenses for self-employment **FOR THE LAST 3 MONTHS** and must be supported with receipts. This information is confidential and will be used only to determine your eligibility for child care assistance. The information will not be released without your written consent. However, staff from Workforce Solutions Northeast Texas Child Care Services may contact sources listed on this form to verify the information. Incomplete forms will result in the delay and/or the termination/denial of child care services.

I, \_\_\_\_\_, am providing this written statement of my income and  
Self Employed Individual  
 expenses from my \_\_\_\_\_ business for the period  
Business Name/Type  
 beginning \_\_\_\_\_ and ending \_\_\_\_\_.  
(beginning month/year) (ending month/year)

1. Complete Attachment I- Gross Income	Enter total gross income:	\$ _____
2. Complete Attachment II- Expenses	Enter total expenses:	\$ _____
3. Subtract total expenses from total income	Enter Net Income:	\$ _____

If my work hours cannot be verified by valid documentation, I understand that my income will be divided by the Federal Minimum Wage of \$7.25 per hour to establish whether or not I am meeting the required minimum participation hours of 25 hours per week (single parent family) or 50 hours per week (2 parent family).

*Example: You are a single parent. You have gross income of \$896.00/month. There are 4.33 weeks in a month.  $\$896.00$  (income)  $\div$   $\$7.25$  (minimum wage)  $\div$  4.33 (weeks per month) = 28.5 hours per week.*

**I understand that I must provide a copy of my most current tax return including a Schedule C OR notarized statement explaining why I do not have a tax return for my business.**

*I HEREBY CERTIFY under penalty of perjury, that the information I provided to Child Care Services is true and accurate.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT I – INCOME

Include **ALL** sources of income for your business for the past 3 months. You must attach a copy of a receipt or deposit slip for each source listed below. Write the number on the receipt/deposit slip that matches the number on the left. \*Customer address only needed if business conducted at customer's home.

#	Date	Source (include name and address of customer)	Time(hours)	Amount
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
11				\$
12				\$
13				\$
14				\$
15				\$
16				\$
17				\$
18				\$
19				\$
20				\$
21				\$
22				\$
23				\$
24				\$
25				\$
26				\$
27				\$
28				\$
29				\$
30				\$
			TOTAL GROSS INCOME:	\$

I HEREBY CERTIFY under penalty of perjury, that the information I provided to Child Care Services is true and accurate. I have provided proof of income received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Make additional copies of this form as needed to record ALL income.**

**ATTACHMENT II – EXPENSES (Attach Receipts)**

Include **ALL** expenses for your business for the past 3 months. You must attach a copy of a receipt for each expense listed below. Write the letter on the receipt that matches the letter on the left.

#	Date	Source	Amount
A			\$
B			\$
C			\$
D			\$
E			\$
F			\$
G			\$
H			\$
I			\$
J			\$
K			\$
L			\$
M			\$
N			\$
O			\$
P			\$
Q			\$
R			\$
S			\$
T			\$
U			\$
V			\$
W			\$
X			\$
Y			\$
Z			\$
<b>TOTAL EXPENSES:</b>			\$

I HEREBY CERTIFY under penalty of perjury, that the information I provided to Child Care Services is true and accurate. I have provided proof of income received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Make additional copies of this form as needed to record ALL expenses.***