

## **SELF-EMPLOYMENT WORKSHEET INSTRUCTIONS**

An Applicant must complete a Self-Employment Worksheet and provide supporting documentation to substantiate self-employment for the twelve (12) calendar month period preceding the Application Date if an Applicant's self-employment income cannot be documented by a federal tax return for the most recent or previous calendar year.

Examples of situations where a self-employed Applicant would be required to complete a Worksheet:

- a. Applicant does not file a tax return for self-employment income.
- b. Self-employed Applicant is not required to file a tax return per IRS guidelines.
- c. Applicant is newly self-employed and has not yet filed a tax return for his/her business or rental income.
- d. Applicant's rental income cannot be documented by a federal tax return for the most recent or previous calendar year.
- e. Self-employed Applicant provides IRS documentation that is incomplete or ambiguous. In such cases, the Applicant's income would be based on the gross amount of their self-employment and/or rental earnings minus business expenses.

Supporting documentation for the twelve (12) calendar month period preceding the Application Date must be provided to substantiate the gross amount of self-employment and/or rental earnings declared on the Worksheet. Cash receipts, bank statements, business journals, ledgers, and/or accountant's records may be used to verify self-employment and rental income. If the Applicant does not provide adequate supporting documentation, the Application will be denied.

Households will use the one (1) month income verification period, and self-employment and/or rental income for the twelve (12) calendar month period preceding the Application Date will be divided by twelve (12) to prorate to one (1) month.

### **COMPLETING THE SELF-EMPLOYMENT WORKSHEET:**

Intake worker will fill in the following fields:

1. CAA Name
2. CAA Address
3. CAA Phone Number
4. CAA Fax number
5. CAA Email
6. Applicant Name
7. Application Date
8. Application ID
9. Name of Applicant with self-employment and/or rental income

10. Description of business or trade
11. Date business started
12. If business is located in Applicant's dwelling, indicate the number of rooms used for the business.
13. Period covered by the Income Worksheet (from/to dates)

<b>Example:</b>	
<b>Application Date</b>	<b>12 Calendar Month Period Covered</b>
December 15, 2024	December 2023 to November 2024

14. Enter the applicable "Month / Year" in each column. Be sure to include all months during the twelve (12) calendar month period preceding the Application Date.

<b>Example:</b>
<p>Application Date: December 15, 2024</p> <p>Twelve (12) calendar month period covered: December 2023 to November 2024. The gross amount of self-employment income received between 12/1/2023 and 11/30/2024 must be documented as month / year received.</p>

Applicant/Business owner completes the following fields:

1. Gross amount earned each month/year. Include the amount received for goods and/or services. Applicant must provide proof of their gross receipts or sales, i.e. cash receipts, journal, ledger, bank statements, accountant's records, etc. If the gross amount earned for a month is zero, the Applicant must enter zero (0).
2. Enter the total gross amount for the twelve (12) calendar month period preceding the Application Date.
3. Signature and Date.

Certifier will:

1. Review and verify the completed, signed Worksheet to ensure it is complete and correct.
2. Verify the total gross self-employment income recorded on the Worksheet is correct and consistent with supporting documentation provided by the Applicant.
3. Request additional documentation from the Applicant, as necessary, to resolve any inconsistencies prior to certifying the Application.
4. Divide the gross self-employment/rental income for the twelve (12) calendar month period preceding the Application Date by twelve (12) to prorate to one month.
5. Record the gross self-employment income onto the Income Worksheet and enter the gross self-employment income into System of Record to document the Applicant's self-employment income.