SELF-EMPLOYMENT

STEP 1: Documents to verify your Established or Prospective Business

For Established self-employment enterprises you are required to submit one of the following:

- Federal income tax forms or quarterly income reports, such as:
  - Form 1040; and Schedule C, F, or SE federal income tax returns for the most recent tax year;
- One of the following to prove existence of the business:
  - Property titles, deeds, or rental agreement for the place of business;
  - Recent business bank, phone, utility, or insurance bill;
  - Recent state sales tax return;
  - Business records that provide proof of income and expenditures, such as:
    - Copies of money orders or checks received, and lists of individuals/customers served (if available); or
    - Personal wage records with third-party signed verification; or
- Business plans.

For Prospective self-employment enterprises you are required to submit one of the following:

- Property titles or deeds for the place of business;
- Rental agreement or letter from a property owner showing the customer plans to open a business; or
- Other evidence indicating the customer is preparing to open a business, such as:
  - advertising, state tax registration, assumed name certificate;
  - business plan; or
  - bank account information.

STEP 2: Documents needed to verify your Business Income

You are required to submit one of the following:

- Tax Return
- Self-employment 1049 Child Care Form current 3 months
- Profit and Loss Statement current 3 months
- Documentation that provides information on the amount of income generated and the associated business expenses, which must include invoices signed by participants' customers and contain:
  - customer names and contact information;
  - dates and locations of services provided; and
  - amounts received; ***and***

  Business expense receipts that substantiate the expenses to be deducted from the gross income, when applicable.

Child Care Service

Form 1049
2014

Client's Statement of Self-Employment Income
Declaración de ingresos del negocio propio del cliente

See Instructions on Page 2/Vea las instrucciones en la página 2.

1. **Name of Person Having Self-Employment Income**
   Nombre de la persona que tiene ingresos de negocio propio

2. **Give the number of months covered by this income statement.**
   Dé el número de meses que cubre esta declaración de ingresos. ....

3. **Describe what you did to earn this money:**
   Describa lo que hizo para ganarse este dinero:

4. **List your business income and expenses (IMPORTANT: Attach receipts, invoices, or other verifying papers).**
   Anote los ingresos y gastos de su negocio (IMPORTANTE: adjunte recibos, facturas u otros comprobantes).

DATE FECHA	EXPENSES/GASTOS	AMOUNT CANTIDAD
		$
	TOTAL SELF-EMPLOYMENT EXPENSES TOTAL DE GASTOS DEL NEGOCIO PROPIO	$

DATE FECHA	INCOME/INGRESOS	AMOUNT CANTIDAD
		$
	TOTAL SELF-EMPLOYMENT INCOME TOTAL DE INGRESOS DEL NEGOCIO PROPIO →	$
	ENTER HERE AND SUBTRACT ANOTE EL TOTAL DE GASTOS Y RESTE →	–
	NET SELF-EMPLOYMENT INCOME INGRESOS NETOS DEL NEGOCIO PROPIO →	$

The above information is true, correct, and complete to the best of my knowledge. I understand that giving false information to Child Care Services could result in my being disqualified for fraud.
Según mi leal saber y entender, toda esta información es cierta, correcta y completa. Comprendo que si doy información falsa a la Servicios de Cuidado de Niños puedo ser descalificado por fraude.

Signature/Firma

Date/Fecha

FOR STAFF ONLY	
Case Name	TWIST ID:

Child Care Service

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		$
	TOTAL SELF-EMPLOYMENT EXPENSES TOTAL DE GASTOS DEL NEGOCIO PROPIO	$

DATE FECHA	INCOME/INGRESOS	AMOUNT CANTIDAD
		$
	TOTAL SELF-EMPLOYMENT INCOME → TOTAL DE INGRESOS DEL NEGOCIO PROPIO	$
	ENTER HERE AND SUBTRACT → ANOTE EL TOTAL DE GASTOS Y RESTE	–
	NET SELF-EMPLOYMENT INCOME → INGRESOS NETOS DEL NEGOCIO PROPIO	$

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DATE FECHA	**INCOME**/INGRESOS	**AMOUNT** CANTIDAD
		$
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	NET SELF-EMPLOYMENT INCOME INGRESOS NETOS DEL NEGOCIO PROPIO →	$

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