

## **Self- Employment Verification Instruction**

**Purpose:** This form should be completed by self-employed applicants.

**Note:** If the applicant/resident has been self-employed long enough to have filed a tax return, this form does not take the place of a tax return but rather should be used in conjunction with the tax return including appropriate schedules.

### ***Specific Instructions:***

1. Enter property name and unit number.
2. Resident writes his/her name here.
3. Resident enters name of business.
4. Resident enters business mailing address and phone number.
5. Resident enters type of business and tax payer identification number.
6. Resident enters date business began and position or occupation.
7. Resident enters past year's income.
8. Resident enters what s/he expects to earn for the year.
9. Resident indicates if business had been continuous and the number of months per year. If the business has not been continuous place a check mark in the "No" box.
10. Resident checks the appropriate box.
11. Resident signs and dates.

# SELF-EMPLOYMENT VERIFICATION

Property Name: (1) Unit: (1)

Resident Name: (2)

Name of Business: (3)

Mailing Address: (4) Phone Number: (4)  
(4) (4) (4)  
City State Postal Code

Type of Business: (5) Taxpayer ID #: (5)

Business income counted toward income eligibility is net income from the operation of a business or profession, including cash withdrawals from the business. Do NOT deduct depreciation, payments made to expand the business, or principal payments on debt.

1. Date Began: (6) Position/Occupation: (6)
2. Last Year's Income: (7)
3. Anticipated Income: (8)
4. Has business been continuous (i.e.: months per year?)  Yes  No # Months per Year: (9)

Attached is a **SIGNED, complete copy of my most recent federal income tax return (with appropriate schedules)**. Note: If not submitting prior year's tax return please document why.

(10) or

This is a new business. Attached is a Profit and Loss Statement if available.

I hereby certify that the statements above are true and accurate to the best of my knowledge.

(11)  
Signature

(11)  
Date