VERIFICATION FORM
SELF EMPLOYMENT INCOME & EXPENSES

Complete this form as income is received and as expenses are paid.

- **Part I** is a record of income from your business.
- **Part II** is a record of your business expenses.

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I am providing this written statement of my income and expenses from my _____ business for the period beginning_____ and ending _____.

PART I – INCOME

Date	Amount	Source: Name of Customer or Service	Customer Address

VERIFICATION FORM SELF-EMPLOYMENT INCOME AND EXPENSES

This form is to record income and expenses for self-employment income *and must be supported with receipts*. It is to be used only when other business or tax records are unavailable. This information is confidential and will be used only to determine your eligibility for child care assistance. It cannot be released without your written consent. However, Smart Start of Davidson County may contact sources listed on this form to verify the information.

PART I – INCOME (CONTINUATION SHEET)

Date	Amount	Source: Name of Customer or Service	Customer Address

_____
Parent/Guardian Applicant Initials

_____
Date

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VERIFICATION FORM FOR SELF-EMPLOYMENT
INCOME AND EXPENSES CONTINUATION SHEET

PART II – EXPENSES (*Receipts should be attached)*

Date	Amount	Type of Expense	Source

_____
Parent/Guardian Applicant Initials

_____
Date

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VERIFICATION FORM FOR SELF-EMPLOYMENT
INCOME AND EXPENSES CONTINUATION SHEET

PART II – EXPENSES (CONTINUATION SHEET)

Date	Amount	Type of Expense	Source

I hereby declare that the above information on my business income and expenses to be true, complete and accurate for the period shown.

_____

Parent/Guardian Applicant Signature

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Self Employment Documentation Instructions

Please complete this form by documenting your (2) most recent months of income and expenses, along with any receipts, cancelled checks, or invoices. We will only be able to subtract expenses in which you have documentation (ie: receipt of payment).

Other documentation needed:

- **tax identification number or business card**
- **most recent (2) months documentation of hours worked**

example:

December 2009	Week 1	12/1/09-12/4/09	40 hours
December 2009	Week 2	12/7/09-12/11/09	35 hours
December 2009	Week 3	12/14/09-12/18/09	45 hours
December 2009	Week 4	12/21/09-12/25/09	25 hours
December 2009	Week 5	12/28/09-12/31/09	20 hours
January 2010	Week 1	1/4/10-1/8/10	40 hours
January 2010	Week 2	1/11/10-1/15/10	35 hours
January 2010	Week 3	1/18/10-1/22/10	45 hours

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