



Housing Choice Voucher Program

THE PORCHLIGHT BUILDING

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SELF-EMPLOYMENT CERTIFICATION

Your name \_\_\_\_\_ Type of business \_\_\_\_\_
Name of business \_\_\_\_\_ Business phone \_\_\_\_\_
Mailing address \_\_\_\_\_ Fax \_\_\_\_\_
Taxpayer ID # \_\_\_\_\_

Business income counted toward income eligibility and subsidy determination is net income from the operation of a business or profession. Federal definitions for determining business income are on page two of this document. Please note that SHA reports all of the information you provide to the U.S. Department of Housing and Urban Development (HUD). In certain instances, HUD and the Internal Revenue Service (IRS) share information on income reported to HUD and the IRS. If there is a discrepancy between what is reported to HUD and to the IRS, you may be subject to audit. SHA encourages you to retain all business receipts and file taxes with the IRS.

Please answer the following questions:

- 1. Date business began: \_\_\_\_\_
2. Anticipated net business income: \_\_\_\_\_
3. Frequency of anticipated net income: Monthly Quarterly Annually
4. Last year's business income: \_\_\_\_\_
5. Number of months each year that your business operates: \_\_\_\_\_
6. Do you expect to continue this business: Yes No
7. List all adult household members who participate in this business: \_\_\_\_\_

- Attached is a SIGNED, complete copy of my most recent federal income tax return (with appropriate schedules). OR
This is a new business. (Provide a Profit and Loss Statement if this is available).

PROVIDE ONLY THE ABOVE REQUESTED INFORMATION. DO NOT PROVIDE BUSINESS RECEIPTS.

I hereby certify under penalty of perjury that the statements I have made on this form are true and accurate:

Self-Employed Household Member \_\_\_\_\_ Date \_\_\_\_\_
Head of Household \_\_\_\_\_ Date \_\_\_\_\_

## DEFINITIONS

Annual income includes net income from the operation of a business or profession.

- ◆ Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income.
- ◆ An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. No other allowances for depreciation are permitted.
- ◆ Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
- ◆ Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family.
- ◆ Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income.