



Self-employment Report

Instructions: Complete this form for the most recent month of self-employment and submit as verification of self-employment income and hours.

- **Begin and End Date:** enter the first and last date worked for this customer in the month
- **Customer Name:** enter job or customer information
- **Hours worked:** enter number of hours worked for this customer between these dates
- **Gross Income:** enter total income received for this customer, including tips
- **Business expenses:** enter total business expenses associated with this customer during this month. Refer to [CAPS Income Calculations Policy \(CAPS/00/8\)](#) for disallowed expenses for self-employment.

Parental Authority Name: _____

Report Month: _____

Begin Date	End Date	Customer Name	Hours Worked	Gross Income	Business Expenses

Self-employment Report Summary

Monthly Gross Income: _____ Monthly Gross Expenses: _____

Monthly Net Income (Income less Expenses): _____

Monthly Hours Worked: _____

By signing below, I declare this information to be an accurate account of my earnings and hours for the month shown.

Signed: _____ Date: _____

Name: _____