

SNAP SELF-EMPLOYMENT INCOME REQUEST FORM

APPLICANT'S NAME (FIRST) (M.I.) (LAST)		BUSINESS NAME/TYPE OF BUSINESS	
APPLICANT'S ADDRESS (STREET/CITY/STATE/ZIP CODE)		BUSINESS ADDRESS	
APPLICANT'S TELEPHONE NO. () AREA CODE		BUSINESS TELEPHONE NO. () AREA CODE	
FINANCIAL STATUS (FARM OR BUSINESS) FOR LAST 3 COMPLETE, CONSECUTIVE MONTHS			
I. BUSINESS INCOME	MONTH ONE	MONTH TWO	MONTH THREE
	GROSS INCOME	GROSS INCOME	GROSS INCOME
1. Gross Business Income	\$	\$	\$
2. Inventory Purchases			
3. Gross Income (line 1 minus line 2)	3a	3b	3c
II. BUSINESS EXPENSES	DEDUCTIONS	DEDUCTIONS	DEDUCTIONS
4. Telephone			
5. Supplies			
6. Heat/Utilities			
7. Advertising			
8. Interest			
9. Insurance			
10. Bank Charges			
11. Repairs			
12. Business Taxes			
13. Business Vehicle Expenses			
14. Business Rent			
A. Property			
B. Equipment			
15. Other Expenses (Specify) *Depreciation and losses from previous years are NOT deductible.			
III. INCOME SUMMARY	SUMMARY	SUMMARY	SUMMARY
16. TOTAL Business Expense (lines 4 thru 15)	16a	16b	16c
17. NET INCOME (line 3 minus line 16)	17a	17b	17c
IV. I CERTIFY THAT THE INFORMATION IN THIS WORKSHEET IS TRUE AND ACCURATE.			
Average Number of Hours Worked per Week/Month	APPLICANT'S SIGNATURE		DATE SIGNED

TO BE COMPLETED BY WORKER:

THREE-MONTH TOTAL NET INCOME (line 17a + line 17b + 17c)		THREE-MONTH AVERAGE NET INCOME (three month total ÷ 3)	
MONTH ONE (17a)	\$	THREE-MONTH TOTAL 3	= THREE MONTH AVERAGE
MONTH TWO (17b)	\$		
MONTH THREE (17c)	\$		
THREE MONTH TOTAL	\$		

**INSTRUCTIONS ON HOW TO COMPLETE THE SELF-EMPLOYMENT WORKSHEET
TO BE COMPLETED BY ALL SELF-EMPLOYED APPLICANTS/RECIPIENTS**

APPLICANT INFORMATION

ENTER:

- Name
- Business Name/Type of Business
- Address
- Business Address
- Telephone
- Business Telephone

FINANCIAL STATUS (FARM or BUSINESS)

I. BUSINESS INCOME/FOR LAST THREE COMPLETE, CONSECUTIVE MONTHS

- Gross business income for each month
- New inventory purchases
- Deduct new inventory purchases from gross sales to determine gross income.

II. BUSINESS-RELATED EXPENSES ONLY

- If **telephone** is not used exclusively for business, documentation should be produced to determine how much is business related.
- **Supplies** (specify) required to conduct self-employment.
- If **heat/utilities** are residential accounts, records such as Schedule C from last year's income taxes should be provided to determine how much is business related.
- If **advertising** contract is for more than three months, produce contract or other proof to determine percent of cost for one, two or three-month period.
- Provide statement or other proof to determine amount of **Interest** paid for one, two or three-month period.
- Provide contract or other proof to determine amount of **Insurance** for one, two or three-month period.
- Provide bank statements indicating amount of **bank charges** incurred for one, two or three-month period.
- Provide **paid repair** bills associated with repairs of required equipment incurred for one, two or three-month period.
- Provide tax bills required to be paid to determine pro-rated expense for one, two or three-month period. **
- Provide required **business vehicle** log book to determine monthly expenses. **
- Provide contract or other proof to determine amount of rental charges required to be paid which were incurred for one, two or three-month period.
- Provide appropriate documentation to justify any other miscellaneous (**specify**) monthly expenses. **

**** Net losses from previous periods; federal, State, and local income taxes; money set aside for retirement purposes and other work-related personal expenses (such as transportation to and from work (these expenses are accounted for by the 20% earned income deduction); depreciation; and any amount that exceeds the payment a household receives from a boarder for lodging and meals are NOT allowable costs of doing business. 7CFR 273.11(b)(2)**

III. INCOME SUMMARY

- **Total** lines 4-15 for each month to determine total monthly business deductions.
- To determine **net income** for each month, deduct 16a from 3a, 16b from 3b and 16c from 3c

IV. SIGNATURE AND HOURS WORKED

- Complete the hours worked per week/month field.
- Sign and date the form.

TO BE COMPLETED BY DSS

THREE MONTH TOTAL NET INCOME

Add month one, month two and month three to determine three-month total net income.

THREE MONTH AVERAGE NET INCOME

Divide three-month total by three to determine three-month average.