



Primary Household Member on the Utilities' Account: \_\_\_\_\_

## Utility Discount Program

### *Declaration of Self Employment Income*

**Directions:** Complete this form if you are self-employed, an independent contractor of a company/non-profit and/or work for cash. Please indicate income for the past three months if the income is derived from a business, trade, profession, non-profit or church. List the gross amount before any deductions in boxes A-C for the corresponding months (this includes church donations and payments, benefits or expenses paid for on behalf of the company/non-profit.) You will also be required to turn in a tax transcript, quarterly tax statement, and/or other documents upon request.

Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_

I am  Sole Proprietor/Owner  Partner  Cash Labor  Other (specify): \_\_\_\_\_

Months	Total <u>Gross</u> Income Before Any Business Deductions
1.	A.
2.	B.
3.	C.
<b>Total Gross Amount</b>	D.

Business Deductions/Cost of Operations (General Definitions on the back)	Amount
1. Advertising	E.
2. Business Travel Expenses	F.
3. Business Insurance	G.
4. Legal and Professional Fees	H.
5. Office Supplies and Postage	I.
6. Rent (Business Property Only NOT Home Property)	J.
7. Utilities and Telephone (Business Property Only NOT Home Property)	K.
8. Cost of Goods	L.
<b>Total Business Deductions (Add boxes E-L)</b>	M.
<b>Total Gross Profit (Subtract box M from box D)</b>	

Are your self-employment income and expenses different from your last tax return or what they are normally? If yes, then please explain:

I am aware that my information is subject to review and verification and that other documentation may be required. I grant permission to request information from the Seattle Housing Authority, Sec 8, HUD, King County Housing Authority, other government agencies, or their delegated agents; this may result in receipt or denial of City benefits. Submitting this document does not guarantee eligibility or enrollment in any programs.

I certify that the information I provided is accurate and complete and that I may be subject to criminal prosecution if I have knowingly given false or misleading information. I agree to provide updated proof of eligibility at any time, if requested. I understand that if I am found to be in violation of program rules, and receive assistance and have not truly disclosed all information, I will be removed from the program(s) and the City may recover the actual cost(s) for the periods that I was not eligible. I will notify the City of Seattle if my income or living situation changes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seattle Human Services Department • Utility Discount Program  
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## General Definitions of Business Deductions/Cost of Operations\*

**Advertising** – Any expenses that are associated in bringing clients into your business. Examples are: business cards, flyers, and marketing costs.

**Business Travel Expenses** – Any expenses that involve travelling for the main purpose of your business only. Examples are hotel expenses, meals, car rentals and mileage reimbursements.

**Business Insurance** – Insurance that is needed to rent space for your business; this does not include property insurance, or a private mortgage.

**Legal and Professional Fees** – Fees that are ordinary and necessary expenses directly related to operating your business. Examples are accounting fees, bookkeeping, subscriptions, membership fees, trainings/workshops. This does not include violation/penalty fees, internet access, PayPal.

**Office Supplies and Postage** – Office Supplies are the tangible, traditional office items. Examples: paper, envelopes, other office supplies, laptops, furniture, stamps, equipment rentals. Postage includes stamps.

**Rent (Business Property Only NOT home property)** – Rent or leased property includes real estate, machinery, and other items that a taxpayer uses in his or her business and does not own. Examples are rented equipment/building/space; an Uber driver with lease payments on a car.

**Utilities and Telephone (Business Property Only NOT home property)** – Utilities include gas, water, sewer, electric and heat. Telephones include business only cell phones and landlines.

**Cost of Goods** – Direct costs attributable to the production of goods sold by a company. The cost of materials used in creating the goods along with direct labor costs used to produce the goods. An example is a bread maker and a delivery driver in a bakery. The bread maker's wages would be categorized under Cost of Goods because his labor makes the goods sold by the bakery. The delivery driver's wages would not be considered a deduction.

\*These definitions will serve as a guidance when completing this form. Further documentation can be requested for eligibility purposes.