



**State of Illinois
Department of Human Services
SELF-EMPLOYMENT RECORD**

7 (PERMANENT)

..... Caseload Number

_____ Client Name

_____ Case Number

This self-employment income is for the report period of _____ through _____.

Because you are self-employed you are required to report all of your employment income and employment expenses to the Department of Human Services. This information is to be supplied with your report form. In order to determine your eligibility for assistance you must provide us with accurate and complete records of all money you take in and the work expenses you pay out. To do this you must write down all money you take in and its source. You must also write down any expenses you had in producing your income. Write down what every work or business expense is and how much it costs. Be sure to include all transactions which occurred during your monthly reporting period. **Also, save your receipts.**

Expenses of producing income include but are not limited to things like inventory, materials, services, mileage, employee salaries and interest on loan payments. Depreciation, charitable contributions, capital equipment, entertainment and personal expenses are NOT considered expenses for public aid purposes.

If you wish, you may use this form to keep your records. You are not required to complete this form but you are required to keep accurate records of your self-employment income and expenses. We need a copy of the record you choose to use. If you do complete this form the local office will be better able to determine your eligibility.

Business Income			Business Expenses		
Date Rec'd	Income Source	Gross Income	Date Paid	Expense/Item Purchased/Paid to Whom	Amount

