

Summary Table

Documentation Requirements for Self-Employed Parents/Guardians

Category	Required Documentation
<p>1. Existing Self-Employment: Parent/guardian is self-employed and self-employment income is reflected in most recent federal tax returns</p>	<ol style="list-style-type: none"> 1. <i>EEC Report of Self-Employment Earnings</i> form, including: <ul style="list-style-type: none"> • <i>Monthly Self-Employment Earnings Worksheets</i>; and • A copy of business registration with the Massachusetts Department of Revenue, Doing Business As (DBA) certificate, required professional license, certificate of incorporation, or other documentation verifying the self-employment business. 2. <i>EEC Verification of Employment</i> form, if applicable 3. Copy of most recent federal income tax returns, including all applicable forms and schedules 4. Federal income tax return transcript (obtained by completing and submitting IRS Form 4506-T to IRS)
<p>2. Newly Self-Employed: Parent/guardian has been self-employed for more than three months, but his/her self-employment income is not reflected in the most recent federal income tax returns</p>	<ol style="list-style-type: none"> 1. <i>EEC Report of Self-Employment Earnings</i> form, including: <ul style="list-style-type: none"> • <i>Monthly Self-Employment Earnings Worksheets</i>; and • A copy of business registration with the Massachusetts Department of Revenue, Doing Business As (DBA) certificate, required professional license, certificate of incorporation, or other documentation verifying the self-employment business. 2. <i>EEC Verification of Employment</i> form, if applicable 3. <u>No later than April 30th of the year following the first year of self-employment</u>, copies of federal income tax returns for the first year of self-employment, including all applicable forms and schedules 4. <u>No later than April 30th of the year following the first year of self-employment</u>, federal income tax return transcript (obtained by completing and submitting IRS Form 4506-T to IRS) for the federal income tax returns for the first year of self-employment
<p>3. Newly Self-Employed For Less than 3 Months: Parent/guardian has been self-employed for less than three months</p>	<ol style="list-style-type: none"> 1. <i>EEC Report of Self-Employment Earnings</i> form (without <i>Monthly Self-Employment Earnings Worksheets</i>), including: <ul style="list-style-type: none"> • a copy of business registration with the Massachusetts Department of Revenue, Doing Business As (DBA) certificate, required professional license, certificate of incorporation, or other documentation verifying the self-employment business. 2. <i>Verification of Employment</i> form, if applicable 3. <u>Upon expiration of initial 12 week eligibility period</u>, an updated <i>Report of Self-Employment Earnings</i> form, including completed <i>Monthly Self-Employment Earnings Worksheets</i> for the previous three months 4. <u>No later than April 30th of the year following the first year of self-employment</u>, copies of federal income tax returns for the first year of self-employment, including all applicable forms and schedules 5. <u>No later than April 30th of the year following the first year of self-employment</u>, federal income tax return transcript (obtained by completing and submitting IRS Form 4506-T to IRS) for the federal income tax returns for the first year of self-employment