

## Summary Table

### Documentation Requirements for Self-Employed Parents/Guardians

Category	Required Documentation
<b>1. Existing Self-Employment:</b> Parent/guardian is self-employed and self-employment income is reflected in most recent federal tax returns	1. <i>EEC Report of Self-Employment Earnings</i> form, including: <ul style="list-style-type: none"> <li>• <i>Monthly Self-Employment Earnings Worksheets</i>; and</li> <li>• 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.</li> </ul> 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)
<b>2. Newly Self-Employed:</b> Parent/guardian has been self-employed for more than three months, but his/her self-employment income is <b><u>not</u></b> reflected in the most recent federal income tax returns	1. <i>EEC Report of Self-Employment Earnings</i> form, including: <ul style="list-style-type: none"> <li>• <i>Monthly Self-Employment Earnings Worksheets</i>; and</li> <li>• 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.</li> </ul> 2. <i>EEC Verification of Employment</i> form, if applicable 3. <u>No later than April 30<sup>th</sup> 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 30<sup>th</sup> 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
<b>3. Newly Self-Employed For Less than 3 Months:</b> Parent/guardian has been self-employed for less than three months	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"> <li>• 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.</li> </ul> 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 30<sup>th</sup> 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 30<sup>th</sup> 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