

**ADU PROGRAM  
REQUIRED DOCUMENTATION FOR PERSONS WHO ARE SELF-EMPLOYED**

You are considered “Self-Employed” if you:

- ◆ Cannot provide a paystub with tax deductions and other withholdings;
- ◆ Work as a contractor or sub-contractor and receive a 1099 Form from your employer in lieu of a W-2;
- ◆ File a Schedule C on your personal Federal Tax Returns;
- ◆ File a Partnership, Corporation or S-Corporation Tax Return in addition to personal Federal Tax Returns.

It should be noted that persons receiving income from self-employment must have been self-employed for at least one (1) year. At least one (1) personal federal tax return with income and expenses from self-employment must be filed for that year before applying to the ADU program.

If you filed a “Schedule C” on your Federal Tax Return, the net profit from your previous year’s tax return (line 31 on “Schedule C”) plus the dollar amounts in expenses for “Depreciation” and “Office Expense” will determine your annual income from self-employment for the current year.

If you are self-employed, you must provide **copies** of the following items:

- \_\_\_\_\_ Most recent Federal Tax Return with “Schedule C”; or
- \_\_\_\_\_ Most recent Federal Tax Return and most recent Partnership, Corporation or S-Corporation Tax Returns
- \_\_\_\_\_ Evidence of Year to Date Income in the form of copies of checks, invoices, balance sheets or documentation of earnings from individual or company you contract to.
- \_\_\_\_\_ Copy of your 1099 for the previous year.