



WCCC Self-Employment Plan

You must provide proof of your business and income.

1. CLIENT NAME			
2. DCYF CLIENT ID			
3. BUSINESS NAME		4. UNIFORM BUSINESS IDENTIFICATION (UBI) NUMBER	
5. BUSINESS TYPE <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> General Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership			
6. PARTNERSHIP OR INCORPORATED MEMBERS' NAMES			
7. ARE YOU RELATED TO THE INDIVIDUAL(S) IN LINE 6 <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how:			
8. STREET ADDRESS		CITY	STATE ZIP CODE
9. BUSINESS PHONE NUMBER			
10. BUSINESS TYPE (EX. BOOKKEEPING, CHILDCARE)			
11. IS YOUR BUSINESS HOME BASED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
12. WILL ALL YOUR EMPLOYMENT ACTIVITIES HOME BASED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. PROVIDE ESTIMATED SCHEDULE OF WORK ACTIVITIES			
This information is true and accurately represents my self-employment business and income. I understand that I am responsible to repay Washington State for any overpayment of WCCC benefits if this information is incorrect.			
SIGNATURE			DATE

WCCC Self Employment Plan Instructions

1. Write your full, legal name. This must match your valid driver's license, or other valid identification.
2. Write your client identification number for DCYF. If you do not have a DCYF client identification number, write your Social Security Number (SSN).
3. Write the name of your business.
4. Write your 9-digit UBI (Uniform Business Identification) number.
Get an UBI at: <http://bls.dor.wa.gov/file.aspx>
5. Choose your business type. If you are unsure what your business type is, go on-line to:
<http://bls.dor.wa.gov/ownershipstructure.aspx>
6. If your business is a partnership or corporation, write the names of your business partner(s) here.
7. If you are related to your business partner, write the relationship here. (Ex., son, spouse, mother, etc.)
8. Write the complete street address of your business location here.
9. Write your business phone number here.
10. Briefly describe the type of business you operate.
11. Do you operate your business out of your home?
12. If you do operate your business out of your home, will all of your work occur at your home-based office?
13. Write or attach an estimate of hours you will spend on self-employment

Example:

- Monday, 4 hours, scheduling jobs, home office.
- Tuesday –Thursday, 8 hours each day landscaping, out of home office.
- Friday, 6 hours, bookwork and billings, home office.

New Business Option

Available only once in a lifetime.

If you are starting a new business, you can choose to either:

- Provide a projected profit and loss statement and an estimate of the income you expect to earn, and the expenses you expect to pay, and an estimate of the hours of child care you will need;

OR

- Provide an estimate of the number of hours you expect to work at your self-employment each week. Multiply those hours by the federal minimum wage for a weekly income. Multiply the weekly income by 4.3 for a monthly income. Take the standard deduction of \$100. Provide an estimate of the child care hours you will need.

Verification (Proof) of Self-Employment Activities and Income

WCCC WAC 110-15-0050 requires self-employed applicants and consumers to provide specific information about self-employment. Make sure to give DCYF copies of the following information:

- Washington state business license; or tribal, county, or city business or occupation license.
- Completed DEL self-employment worksheet (for non-TANF consumers of WCCC only).
- Federal self-employment tax reporting form for the most current reporting Existing businesses must submit copies of recent state or federal tax filings as income verification for their self-employment business.