



The personal information collected on this form is under the authority of the Child Care Subsidy Act. The information will be used to determine eligibility for child care subsidy. Personal information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this information, please call the Child Care Subsidy Service Centre at 1-888-338-6622.

Use this form to declare self-employment income earned by the applicant or the spouse. Use one form per person, per business.

If you have an incorporated business, this form is not applicable. Please submit proof of your monthly income, corporate dividends or draws.

SECTION 1 PERSONAL/BUSINESS INFORMATION (Please print)

Form with fields for: APPLICANT'S NAME (Last, First and Middle), APPLICANT'S SOCIAL INSURANCE NUMBER, NAME OF PERSON WHO IS SELF-EMPLOYED (If different than Applicant) (Last, First and Middle), BUSINESS NAME, BUSINESS REGISTRATION NUMBER, NATURE OF BUSINESS, START DATE OF BUSINESS, BUSINESS PHONE (include area code):, Best time to call: Morning, Afternoon, Evening

SECTION 2 INCOME STATEMENT (For the last 12 months if applicable)

FROM: (YYYY/MM/DD) TO: (YYYY/MM/DD)

For details regarding calculation of Permitted Operating Expenses see page 2.

Table with 2 main columns: GROSS INCOME and PERMITTED OPERATING EXPENSES (applicable to Child Care Subsidy). Rows include Gross Sales/Fees for Services, Subtract: Returns and Discounts, Net Sales/Fees (1-2), Deduct Cost of Goods sold or Cost of Services Provided, Gross Profit (3-4), Other Income, Gross Income (5+6), Accounting and Legal Service, Advertising, Business Insurance, Business Taxes, Fees, Licenses, Dues, Employer Share of Employee Benefits, Gross Wages paid to employees other than family members, Interest and Bank Charges, Maintenance and Repairs to Business Equipment, Motor Vehicle Expenses relating to Business, Office Expenses, Rent and Utilities, Permitted Operating Expenses Sub Total, Net Income (7)-(8)

SECTION 3 DECLARATION AND CONSENT

I confirm that the information supplied in this document is true and complete. I understand that:

- I am responsible for immediately notifying the Child Care Subsidy Service Centre if there is a change to any of the information I have provided on this form (eg. gross income figures, any permitted operating expenses, business name);
I am responsible for providing information as or when requested by the Ministry of Children and Family Development to verify my initial or continuing eligibility for child care subsidy;
I have read the definitions of the permitted operating expenses on page 2 and understand that they are the only allowable deductions per Child Care Subsidy Regulation Section 9.1 (1);
Information contained in this document may be reviewed, audited and verified;
The accuracy of the information I provide may be verified by comparing it with information held by other governments, public bodies, private agencies and/or individuals;
I will keep copies of my Canada Revenue Agency Statement of Business or Professional Activities (T2125) for reference;
It is an offence under the Child Care Subsidy Act to supply false or misleading information.

I consent to:

- The verification of information provided in this application, or any updated information, with any person or source, for the purpose of establishing or maintaining my eligibility for subsidy and any applicable supplements.

Form with fields for: APPLICANT'S SIGNATURE, PRINT NAME, DATE SIGNED (yyyy/mmm/dd), SPOUSE'S SIGNATURE, PRINT NAME, DATE SIGNED (yyyy/mmm/dd)

Forms can be obtained at one of the following: www.mcf.gov.bc.ca/childcare/application.htm OR the CCSSC at 1-888-338-6622 OR Service BC Centres at 1-800-663-7867 OR your local Child Care Resource and Referral office

## GROSS INCOME

### Gross Sales/Fees

Your Sales/Fees include all sales, net of sales taxes whether you receive or will receive money, something the same as money or something for bartering. Bartering occurs when goods and/or services are exchanged without using money. Revenue from providing a service is recorded as fees.

### Cost of Goods Sold or Cost of Services Provided

The cost of goods sold is calculated as follows:

Inventory or Supplies at beginning of reporting period	\$ _____
Add: Net Purchases	\$ _____
Less: Inventory or Supplies at end of reporting period	\$ _____
Add: Subcontracting costs	\$ _____
Cost of Goods Sold or Cost of Services Provided	\$ _____

Inventory and supplies should be valued at cost price to you or fair market value, whichever is lower. The cost price includes the transportation, duties and taxes.

### Subcontracting Costs

Expenses arising from a contractual agreement or contractual arrangement with a subcontractor (a third party other than one's immediate family member) to perform specific work or to provide goods, materials or services related to your business.

### Other Income

Income not usually derived from the normal course of doing business such as grants, subsidies, incentives or other assistance received from Government Agencies, or non Government Agencies that provide assistance. Rental income from land or real estate that is related to the business, value of vacations, trips or awards that you may have received as part of your business activities, interest on investments or deposits that the business may hold.

## OPERATING EXPENSES

### Accounting and Legal Services

The amount you paid in legal fees to receive advice in regard to your business or the amount you paid for having business financial statements prepared.

### Advertising

Amount for advertising.

### Business Insurance

Insurance premiums to insure your building, machinery or equipment as used for your business. Pro-rate prepaid amounts as they apply to the period of this income statement.

### Business Tax, Fees, Licensing, Dues

Professional membership dues may be included in this amount.

### Employer Share of Employee Benefits

Statutory deductions which the employer must contribute, such as Canada Pension Plan (CPP), Earned Income Credit (EIC), Workers Compensation Board (WCB) etc.

### Gross Wages Paid to Employees other than Family Members

These are gross wages to all employees who are not dependent family members in your household. Including CPP, EIC and tax deductions. These do not include Employer's share of CPP, EIC, WCB etc.

### Interest and Bank Charges

Interest that you incur on money you borrow to run your business. Some limits can apply. Interest expense for passenger vehicle used for personal travel is not allowed.

### Maintenance and Repairs to Business Equipment

Amount incurred for regular or special maintenance on property used to earn income. You cannot deduct the value of your own labour for doing this work.

### Motor Vehicle Expenses Relating to Business

Claim only the portion that relates to the business. Expenses you can deduct include: fuel and oil, maintenance and repairs, percentage of business use, insurance, license and regulation fees, leasing costs if applicable.

### Office Expenses

Such as: stationery, telephone, fax and courier.

### Purchase of Supplies and Materials

Materials are included in the Cost of Goods Sold or Cost of Services Provided above.

### Rent and Utilities

Rent and utilities for business use. If you carry out business from home you may only claim this expense if the space used for business in the home is completely separate from other living areas and this space is not used for personal living. Pro-rate the expenses based on space allocated to the business over the total living area e.g. 200 sq ft for business and 2000 sq ft for living area will allow for 10% of the total expenses.