

SELF EMPLOYMENT DOCUMENTATION CHECKLIST

The following are required documents for Applicants who are self-employed:

- The past year (2021) of completed, signed and filed Federal tax returns, including all schedules and business forms, W-2s and/or 1099s for all employment - Please black out all references to your SSN. **No state tax returns.**
- Copies of paycheck stubs or payments to self, year-to-date. **Paystubs need to be most current.**
- Detailed business profit and loss statements for 2021 and balance sheets.
- Verification of working or doing business in Telluride R-1 School District boundary - see below.
- Copies of current (and previous if applicable) Town of Telluride business licenses. **Business License not tax certification**
- Certification of Employment completed by a third-party accountant. (Contact Telluride Housing Department for further instruction if you do not have an accountant.) **The bank that you use, advisor, business partner etc.**

Telluride Housing Department will require further documentation for verification of hours and income in the Telluride R-1 School District boundaries. This documentation includes, but is not limited to, bookkeeping, reporting, business and personal banking records, and utility bills. Submitting any of the following with your initial Lottery Application will expedite the qualification process:

- Proof of business location within the Telluride R-1 School District boundaries (in the form of a copy of lease or deed for office space, for example), if applicable. **Advertising, posted hours of operations.**
- Copy of current detailed work log or appointment book for the 12 months preceding application submittal showing hours worked daily on each job or appointment, documenting the project's or clients' name if applicable. Time spent in administrative work, such as marketing or accounting in support of your business, will count toward the work-hour requirement if demonstrated and approved by Telluride Housing Department. You may use the Self-Employment Tracking Sheet for future or current tracking.
- Copies of client invoices with corresponding payments through bookkeeping or bank records showing hours on a job and/or payment for invoiced work and location of job.
- Client list providing names, local telephone numbers and addresses, description of type of work performed and approximate hours spent working for client in the year.

