

REQUEST FOR SELF-EMPLOYMENT RECORDS

DEFENDANT'S FULL NAME

DOCKET NUMBER

In order to verify your self-employment, you are required to furnish all of the records below that are applicable to you and your business to the probation office by the close of business _____.

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| <ul style="list-style-type: none">◆ Business Bank Statements for all businesses for the past six months (along with canceled checks).◆ All Business Income Tax Returns for the past five years (including Corporation Form 1120, S Corporation Form 1120S, Partnership Form 1065, Limited Liability Company Form 1065, or Sole Proprietor Form 1040 Schedule C), along with all accompanying forms and schedules.◆ All Annual Financial Statements for the past five years.◆ Most Recent Monthly and Quarterly Financial Statement.◆ Quarterly Estimated Tax Payments (Form 1040-ES or Form 8109 for corporations) for the current year.◆ Occupational Business License for the current year.◆ Articles of Incorporation for all corporations you own or have an interest in.◆ Partnership Agreement for all partnerships you have an ownership interest in.◆ Sales Tax Returns (monthly, quarterly) for the past 12 months.◆ Property Tax Returns (inventory, personal property) for the past year. | <ul style="list-style-type: none">◆ Payroll Tax Returns (quarterly, annually) for the current year, if you presently have or have had employees during the current year.◆ List of Business Customers (to whom your business sells goods or provides services).◆ List of Business Vendors (who supply the needed raw materials to produce products or provide services).◆ Billing Statements (to collect money from your customers) and Vendor Invoices (to pay bills to your suppliers) for the past six months.◆ Real Estate Escrow Statements and Real Estate Leases for all businesses you own or have an interest in.◆ Equipment Purchase Agreements or Leases for all businesses you own or have an interest in.◆ Business Insurance Policies for all businesses you own or have an interest in.◆ Business Telephone Bills for the past six months for all business telephones.◆ Samples of Business Advertisements (e.g., in print, radio, television, Internet web page, telephone directory listing and ad, etc.).◆ Business Cards, Stationery (e.g., business letterhead). |
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Self Employment Guide

Probation officers may find it useful to consider the following questions when interviewing defendants who have a history of self-employment. Officers should attempt to gather as much information as possible from the defendant, and other sources, to verify this information.

- What is the nature of the business?
- What does the business do? Does this business activity make sense?
- Does the business generate a profit?
 - Compare receipts and expenses, balance sheets, current bank accounts, tax returns, and gross and net earnings
 - Ask the defendant how the business was capitalized
 - Indicate how the employees/owners are paid, and whether that pay fluctuates
- How long has the business existed?
 - Create an outline of the history of the business, with or without the defendant
 - Investigate how the business was founded and who provided the start-up capital, and where they generated the capital
 - Note any changes of location, operation, partners, etc.
- Who else is involved in the business?
 - Get the names of other partners, investors, or agents
 - Ask questions about the percentage of ownership, duties of other owners, investment amounts, hours worked per week, division of labor and duties
- Where is the business?
 - Provide a description of the business's physical location, including ownership of the business property
 - Consider visiting the business, and collect information on the number and types of employees, and the names of customers and suppliers
 - Inquire about existing inventory, and the value of said inventory
- Is the business incorporated or licensed?
 - Verify incorporation and corporate records through the Secretary of State
 - Verify licensure of the business through the relevant licensing authority
 - Research whether the company has been party to any civil suits, judgments, liens, or bankruptcies
- Does the defendant present any risk to third parties while employed with the business?