

# Annual Income Verification for Self-Employed Paid Leave Coverage



You must complete your annual income verification and provide a copy of your Oregon and federal personal income tax return by April 30 each year to establish your net income (gross income minus expenses) from self-employment.

If you have not filed your Oregon personal income tax return for the previous tax year by April 30, send a copy of your Federal Personal Income Tax Return (Form 1040) and your Oregon Form OR-40, or Oregon Form OR-40-P, and include all of your schedules no later than October 30. If we do not receive your tax return by December 31, your self-employed coverage will be canceled.

**Instructions:**

- **Fields marked with \* are required**
- Please ensure responses are legible
- We will notify you by mail after your application is reviewed
- Complete this form in black or blue ink
- Mail the completed form and required documents on page 2

## IDENTIFICATION

*First Name:	*Last Name:
Doing Business As (DBA):	
*Date of Birth (MM/DD/YYYY):	<input type="checkbox"/> Social Security Number (SSN) or <input type="checkbox"/> Individual Tax Identification Number (ITIN) *Number: _____ - ____ - ____
Drivers License/ State Identification Number:	
State Drivers License was issued:	

## CONTACT INFORMATION

Phone Country:	Phone Type (circle one): Home   Cell   Work   Other:
*Phone Number:	Email Address:

## PHYSICAL ADDRESS

*Street Line 1:			
Street Line 2:			
Unit Type:	Unit Number:	*City:	
*State:	*Zip:	County:	Attention:

## MAILING ADDRESS *(if different from physical address)*

*Street Line 1:			
Street Line 2:			
Unit Type:	Unit Number:	*City:	
*State:	*Zip:	County:	Attention:

**PROOF OF INCOME**

Do you file a joint tax return?     Yes     No                      If yes, are you the sole self-employed earner?     Yes     No

You are required to attach **your Federal Personal Income Tax Return (Form 1040) and your Oregon Form OR-40, or Oregon Form OR-40-P.** You must also include all of your schedules.

If consent is provided, the Employment Department will verify with the Oregon Department of Revenue (DOR) the Oregon net income reported on the document. If you do not provide consent for the Employment Department to verify the Oregon net income from self-employment with DOR, you must provide an official Oregon tax return transcript from DOR.

I authorize the Oregon Department of Revenue to disclose my name, address, Social Security Number (SSN) or Individual Tax Identification Number (ITIN), and Oregon net income from self-employment for the tax year specified in this application to verify the information as reported or adjusted on my Oregon personal income tax return for the purpose of the administration of the Paid Leave Oregon program. I authorize the release of my information to the Employment Department employees who have signed a Department of Revenue secrecy agreement.

Yes     No

***\*What is your net income from self-employment as reported on your Oregon personal income tax return?***

\$ \_\_\_\_\_

***Please see page 3 for the different tax forms you can use to find your net income.***

**CERTIFICATION**

I certify under penalty of law that the information I have provided is true and correct to the best of my knowledge and belief. I understand the law provides penalties for making false statements in order to obtain benefits through the Paid Leave Oregon program.

**I declare under penalty of perjury that the foregoing is true and correct.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_.

month                      year                      city                      state

Signature:

Date:

Please return this form and the required attachments to:

Oregon Employment Department  
Paid Leave Oregon Self-Employed Application  
875 Union St NE  
Salem, OR 97311

## NEED HELP?

The Oregon Employment Department (OED) is an equal opportunity agency. Everyone has a right to use OED programs and services. OED provides free help. Some examples are sign language and spoken language interpreters, written materials in other languages, braille, large print, audio and other formats. If you need help, please call 833-854-0166. TTY users call 711. You can also ask for help at [paidleave@oregon.gov](mailto:paidleave@oregon.gov).

## FIND YOUR NET INCOME

Use the following information to find your net income from self-employment for you.

### Oregon Residents (Form OR-40)

Type of business structure	“Net income”	Tax form	Tax form line
Sole proprietorship	• Net profit (loss)	Schedule C (Form 1040)	Line 31
Farm	• Net farm profit or (loss)	Schedule F (Form 1040)	Line 34
Partnership	• Guaranteed payments; and • Ordinary business income (loss)	Single filer - Schedule E (Form 1040)	Lines 28i and 28k
		Joint filer - Schedule K-1 (Form 1065)	Lines 1 and 4a
S Corporation	• Ordinary business income (loss)	Single filer - Schedule E (Form 1040)	Lines 28i and 28k
		Joint filer - Schedule K-1 (Form 1120-S)	Line 1

### Part-Year Oregon Residents (Form OR-40-P)

Type of business structure	“Net income”	Tax form	Tax form line
Sole proprietorship	• Net profit (loss)	Form OR-40-P	Line 13S
Farm	• Net farm profit or (loss)	Form OR-40-P	Line 18S
Partnership	• Guaranteed payments; and • Ordinary business income (loss)	Look at your Oregon K-1	Line 1b and 4b
S Corporation	• Ordinary business income (loss)	Look at your Oregon K-1	Line 1b