

SELF-EMPLOYMENT BUSINESS QUESTIONNAIRE

This questionnaire is part of your application for Child Care Subsidy. To further assist with your application, please provide more detail as to the nature of your business, your business requirements and how you receive income from your business.

Must be completed fully or we will be unable to process your application

Personal Information

Name:	Home/Cell:
Spouse Name: (if applicable)	Home/Cell:
Name of Children on the Child Care Subsidy application:	
Home Address:	
Email Address:	

Business Information

Business/Sole Proprietor Name:
Phone Number:
Business Mailing Address:
Business Email Address:

- Please indicate the **Start Date** of your business (month & year)
**Attach a copy of your business license.
- Is your business registered? Yes No
If yes, attach a copy of your business registration.
- Is your business incorporated? Yes No
If yes, please provide 2 current paystubs and/or your last T4 statement.
Please note: Any incorporated business receiving child care subsidy will be **required** to submit a T4 annually.
- What is your type of business? What product or services are you selling?
- Describe how you market/sell your product or services. (For example, direct sales, distributors, facebook, kijiji ads etc.) **Attach a copy of Business card and/or advertisement.

6. List the days and hours that **you will be working for your business.**

You will be expected to be paying yourself at least minimum wage for the hours you have listed/declared

Day	Hours	Day	Hours
Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

7. How do you pay yourself? (draw, hourly wage, monthly salary, dividends)
How often do you pay yourself? (daily, weekly, bi-weekly, monthly)

8. Do you have other sources of income? (rental property income, additional employment)

9. How do you claim your income for Income Tax Purposes? (For example, employment income, commissions, self-employed income). It is important to be aware that the information you provide **must be consistent** with your Canada Revenue Agency (CRA) T1 General (Personal Income Tax Return).

- **I confirm that the information I have provided in this package is accurate and complete and fully describes all business activity I conduct.** _____initial
- **I understand that I must report any changes in my employment activity to Children’s Services when they occur.** _____initial
- **All employment income reported to City of Windsor Children’s Services, for the purpose of accessing Child Care Subsidy must be reported to CRA. Failure to report all employment income could result in the termination of Child Care subsidy and/or an overpayment may be assessed.** _____initial
- **I have received a copy of “SELF-EMPLOYMENT – A GUIDE FOR CLIENTS” and I understand the expectations regarding my self-employment business earnings and how my NET earnings may affect my Child Care Subsidy eligibility.** _____initial

Name (please print)

Signature

Date

Notice with Respect to the Collection of Personal Information

(Freedom of Information and Protection of Privacy Act) (Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of section 71 of the Child Care and Early Years Act, 2014, S.O 2014, c. 11, Sched. 1 (the “Act”), for the purpose of determining or verifying a person’s eligibility to participate in a child care or early years program or service or to receive financial assistance under the Act. For more information contact: Supervisor – Child Care Subsidy at 519-255-5200.