

# Self Declared Income Form

For Borrowers That Are Self-Employed or Earn Commission Income.  
 To be completed by each self-employed applicant.



## Borrower Information

Borrower's Name		Date (MM/DD/YY)	
Occupation		Number of Years Self-employed	
Business Name		Number of Employees	
Business Address	City	Province	Postal Code
Nature of Business		Business Conducted in ( <i>town, city, etc.</i> )	

## Borrower Acknowledgement

I acknowledge Home Trust Company is relying on information provided by me in conjunction with the Credit Application submitted by me or, on my behalf by my representative/agent, other information as requested in the Mortgage Commitment (if applicable) and my attestation below in assessing my Credit Application.

I certify to Home Trust the following:

- I own a \_\_\_\_\_% share in the ownership of the above mentioned business, as evidenced in Appendix A – Business Ownership as part of this document.
- My Prior Year Income is \$ \_\_\_\_\_, my Current Year Estimated Income is \$ \_\_\_\_\_.
- I expect income will continue to be at least the amount indicated above indefinitely and to my knowledge do not foresee any decline in such net annual earnings/income.
- All information I have provided to Home Trust, directly or through my representative/agent, is a true and correct representation of my financial position.
- I can afford to make all loan payments and perform all my obligations under any loan or mortgage agreement approved by Home Trust Company based on the information I have provided.
- The status of my personal income tax with Revenue Canada Agency or Revenu Québec is as follows:
  - I do not have any outstanding personal income taxes in arrears
  - I have outstanding personal income taxes in arrears for the amount of \$ \_\_\_\_\_.

Print Name of Borrower	Date (MM/DD/YY)
Borrower signature	

Print name of Witness	Date (MM/DD/YY)
Witness signature	

## Appendix A – Business Ownership

To be completed by each self-employed applicant

### Business Information

Business Name/Doing Business as Name	Corporation Name (if applicable)
<b>Type of Business (Select one)</b> <input type="checkbox"/> Corporation Corporation Number: _____  <input type="checkbox"/> Partnership  <input type="checkbox"/> Sole Proprietorship	<b>Share of Ownership</b> Applicant's name and ownership <i>Applicant's ownership share must appear on page 1 of the Self Declared Income Form</i>  _____ %  List the name of all individuals/parties and their share of ownership of the subject business.  _____ % _____ % _____ % _____ %  <b>Total</b> _____ %

*Shares of ownership must total 100%*

### Business Acknowledgement

I certify that the company currently has no overdue remittances for taxes collected (GST/HST, CPP/EI) on behalf of the Canada Revenue Agency or any other tax collection agency.

I hereby declare that all information included in this form is complete and accurate.

Print Name of Signing Officer	Date (MM/DD/YY)
Signature of Signing Officer	

## Appendix B – Income Statement

To be completed by each self-employed applicant

### Business Income

Business Name	Fiscal Year Period _____ Current Fiscal YTD	Prior Fiscal Year
<b>Revenue</b>		
Gross Revenue	\$	\$
Less: Cost of Goods Sold/Inventory Cost	\$	\$
Gross Profit (Loss)	\$	\$
<b>Expenses</b>		
Salary and wages	\$	\$
Rent or lease payment	\$	\$
Advertising and promotion	\$	\$
Telephone and utilities	\$	\$
Insurance	\$	\$
Vehicle expenses	\$	\$
Other expenses ( <i>Provide expense description</i> )		
	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	\$	\$
<b>Net Income</b>	\$	\$

*Prior Fiscal Year Net Income Amount must appear on page 1 of the Self Declared Income Form*

### Business Acknowledgement

Print Name of Signing Officer	Date (MM/DD/YY)
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Signature of Signing Officer
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