

Instructions for Certificate of Self-Employment

If an applicant is self-employed, it is necessary to get a **Certificate of Self-Employment** from a Certified Public Accountant (CPA). If the applicant is an accountant, the certificate should be completed by another Certified Public Accountant.

The **Certificate of Self-Employment** should include the following:

1. Title: **Certificate of Self-Employment**
2. Letterhead of CPA
3. Date of execution
4. Applicant's position
5. Company name
6. Nature of Business
7. Length of time employed
8. Annual salary
9. Signed by CPA
10. Notarized

* Note: All 10 items must be included in the statement