

### Instructions for completing and submitting a NOTARIZED STATEMENT OF INCOME

1. Fill out CEF's NOTARIZED STATEMENT OF INCOME document as applicable.
2. Provide a Notary Public with proper documentation to prove your income and dependent(s).
3. Sign the document with a Notary Public or appropriate official as your witness.

The *NOTARIZED STATEMENT OF INCOME* is to be used only when Federal Income Tax Return(s) for the legal parent(s)/guardian(s) of a student is not available *or* if undeclared cash income for the household exists. The statement, along with proper documentation, should be submitted with your application to CEF. Failure to disclose all income sources (taxable and non-taxable) and provide appropriate proof will result in the denial of your application.



## NOTARIZED STATEMENT OF INCOME

I/We, \_\_\_\_\_ and \_\_\_\_\_,  
Print name of Legal Parent/Guardian A Print name of Legal Parent/Guardian B

hereby swear to be the legal guardian(s) of \_\_\_\_\_.  
Print name of Student

My/Our relationship to this student is \_\_\_\_\_.  
(Ex. parent, guardian, relative, sibling)

My/Our address is \_\_\_\_\_.

The following information summarizes income that I/we currently earn:

Parent/Guardian Name	Employer Name	Hours Worked per Week	Hourly Rate	Weekly Income

Other income that I/we receive (check all that apply and provide *monthly* amount):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pension: \$ _____       | <input type="checkbox"/> Unemployment: \$ _____ | <input type="checkbox"/> Social Security: \$ _____ |
| <input type="checkbox"/> Section 8: \$ _____     | <input type="checkbox"/> CalWorks: \$ _____     | <input type="checkbox"/> CalFresh: \$ _____        |
| <input type="checkbox"/> Child Support: \$ _____ | <input type="checkbox"/> Disability: \$ _____   | <input type="checkbox"/> Alimony: \$ _____         |

The following person(s) is/are 100% dependent upon me/us for financial support (include student named above):

Dependent Name	Relationship to Legal Parent/Guardian	Age

I/We swear the information provided on this statement is true and correct, and includes *all* sources of income for my/our household.

\_\_\_\_\_  
Signature of Legal Parent/Guardian A

\_\_\_\_\_  
Signature of Legal Parent/Guardian B

**NOTARY PUBLIC**

This *Statement of Income* was sworn and subscribed to me on the \_\_\_\_\_ st/th day in the month of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Stamp/Seal