

## **INCOME AND EXPENSE DECLARATION INSTRUCTIONS**

- **COMPLETE** ALL FOUR PAGES OF FORM FL-150
  - DATE AND SIGN THE FIRST PAGE ONLY
    - The signature on page three is for an attorney only.
  - **ATTACH A COPY OF YOUR PAYSTUBS FOR THE LAST TWO MONTHS. IF YOU ARE SELF-EMPLOYED OR HAVE A DIFFERENT SOURCE OF INCOME, ATTACH EVIDENCE OF THAT INCOME. FOR EXAMPLE:**
    - If you are self-employed, submit two years of profit and loss statements or your federal Schedule C from your most recent tax filing. **Be sure to black out all social security numbers before attaching it to your FL-150 form.**
    - If you are receiving unemployment benefits, obtain a printout of your benefit payments. Information about unemployment benefits can be obtained at <https://askedd.edd.ca.gov/>
    - You can use #20 on page four to tell the court any information you want the court to know about your case that you didn't find a place for on the FL-150 form. If you do not have enough room to write everything, it is okay to attach additional pages (blank white copy paper or ruled notebook paper work best). You can also fill out a separate declaration form (see Declaration forms (MC-030 (Declaration form with court caption to file separately) or MC-031 (Declaration form without court caption to file as an attachment)).
- **MAKE AT LEAST THREE COPIES** OF THE ORIGINAL COMPLETED FL-150 FORM WITH ALL ATTACHMENTS.
  - The number of copies you make depends on the number of other parties to your case – don't forget to always make a copy for yourself so you come prepared to your hearing!
- **SERVE** A COPY ON ALL OTHER PARTIES TO THE CASE
  - If the Shasta County Department of Child Support Services (DCSS) is a party to your case, you may either:
    - Take a copy to DCSS at 2600 Park Marina Drive, Redding, CA 96001
    - Mail a copy to Shasta County DCSS, P.O. Box 4130, Redding, CA 96009
- **FILE THE ORIGINAL** IN THE CIVIL CLERK'S OFFICE AT THE COURTHOUSE

Shasta County Superior Court  
1500 Court Street, Room 319  
Redding, CA 96001

  - Be sure to have your copy file-stamped so you have your own file-stamped copy for the hearing.
    - If filing by mail, your envelope should include the original FL-150, your copy and a pre-addressed, pre-stamped envelope for return of your file-stamped copy.