



Self-Employed Loss of Income Claim

Information Sheet

Read Before Completing

If you receive a regular wage or salary from your business, you cannot submit a **Self-Employed Loss of Income Claim Form**. Instead, you need to submit an **Employer Loss of Income Claim Form**.

Claims must be valid, fair and reasonable. You need to show that your personal income was genuinely reduced because you attended jury service. Claims are assessed based on your normal historical earnings and are limited to the time you actually attended jury service.

Reimbursement does not cover business expenses, operating costs, replacement labour or contractor costs, delayed or rescheduled work or missed opportunities for future work. Delaying work does not necessarily constitute a loss of income.

Claims for loss of income need to be supported by tax verifiable evidence showing both your usual personal income and the reduction in that income during jury service. You are required to provide one of the following:

- Your latest individual **Australian Taxation Office Notice of Assessment (NOA)** issued after you have lodged your tax return; or
- Invoices covering the six (6) weeks immediately before your jury service, together with matching bank statements confirming the payments were received. The payments shown on bank statements need to be clearly identified so they can be matched to the corresponding invoices.
 - If your business employs staff or engages contractors, you are required to provide your NOA instead of invoices.
 - Invoices need to separate the labour costs from material costs. Only the labour component will be considered when assessing your claim. If labour and materials are not shown separately, you are required to provide your NOA instead.

Claims are limited to actual income lost while attending jury service and cannot exceed \$1,000 per day.

If work was performed during the jury service period, those hours should not be included in the claim, as they do not represent a loss. Attendance fees are paid directly to jurors who are unemployed or who attend jury service on a day they would not normally work. Any attendance fees paid will be taken into account when assessing a claim.

You are required to complete the Statutory Declaration included with the claim form and provide supporting evidence. Statutory declarations obtained from other sources cannot be accepted.

Further information is available at www.justice.wa.gov.au/juryreimbursement

Timeframe & Submission

Claims are required to be submitted and finalised within three (3) months of completing jury service.

Submit your claim either via:

Email (preferred): jurors@justice.wa.gov.au or

Post: Sheriff's Office
Jury Services
Level 2, 500 Hay Street
PERTH WA 6000

Information Privacy

Any personal information provided such as your name and email address will only be used for the reason it was collected. Your privacy is important to us. For more information on how the Department of Justice collects, uses, stores and shares personal information, read our [Information Privacy Statement](#).

Legislative Authority

This information has been prepared in accordance with the [Juries Act 1957](#) and the [Juries Regulations 2008](#).



Government of Western Australia
Department of Justice
Jury Services

Self-Employed Loss of Income Claim Form

Business Details

Business Name _____

ABN _____

Business Address _____

Business Structure Sole Trader Partnership Company Trust

Engage Employees and/or Contractors Yes No

Personal Details

Full Name _____ Date of Birth _____

Occupation / Trade _____

Email Address _____

Contact Number _____

Jury Service Details

Summons Number _____ Court Location _____

Empanelled Juror (on a trial) Yes No

Dates Attended From _____ To _____

Total Attendance Days _____ Hours _____

Total Hours Worked During Jury Service _____

Eligibility Confirmation

I confirm I do not receive a regular wage or salary from my business.

Usual Weekly Work Pattern (prior to Jury Service)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If work pattern varies, rotates or is not the same each week, please provide details:

Ordinary Hours of Work _____

Supporting Documents

The following supporting documents have been included

Australian Taxation Office Notice of Assessment (NOA) issued post lodgement of Tax Return; OR

Invoices (6 weeks immediately prior) and bank statements showing receipt of payment

Claim Amount

NOA – Total Taxable Income (\$) _____ OR

Invoices – Total Labour (6 Weeks) (\$) _____

Less Income – Earned During Jury Service (\$) _____

Total Claimed Amount (\$) _____

Calculation Explanation _____

Payment Details

BSB _____ Account Number _____

Account Name _____

Western Australia
Oaths, Affidavits and Statutory Declarations Act 2005

Statutory Declaration

In support of a Self-Employed Loss of Income Claim for attending Jury Service

I _____
(full name of person making the declaration)

of _____
(address of person making declaration)

occupation _____
(occupation of person making declaration)

Sincerely declare as follows:

- 1) I attended Jury Service from _____ to _____
- 2) My usual Weekly Work Pattern (prior to Jury Service) is
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 If work pattern varies, rotates or is not the same each week, please provide details:

Usual Hours Worked Per Week _____

- 3) I am self-employed and earn personal income from my business.
- 4) I confirm that I do not receive a regular wage or salary from my business.
- 5) My claim is based on tax-verifiable personal income, using either my Australian Taxation Office (ATO) - Notice of Assessment or Invoices and bank statements showing receipt of payment
- 6) Where invoices are provided, they relate to my normal business activity, supported by bank statements showing receipt of payment and clearly identify labour separately from materials/goods.
- 7) I understand that only the labour component is considered and if labour is not clearly separated, I must rely on my ATO Notice of Assessment
- 8) My claim represents actual personal income lost during jury service, based on my normal work pattern.
- 9) I confirm I have not claimed for future or potential work, delayed or rescheduled work, missed opportunities, business expenses or overheads and/or replacement labour
- 10) All information provided in my claim form and supporting evidence is true and correct.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the [Oaths, Affidavits and Statutory Declarations Act 2005](#).

at _____
(place)

on _____
(date)

by _____
(signature of person making the declaration)

In the presence of

(signature of authorised witness*)

(name of authorised witness)

(qualification of such a witness)

* This declaration must be made before an authorised person such as a justice of the peace, teacher, chemist, nurse, accountant, bank manager, doctor, academic, dentist, engineer, optometrist, police officer, public servant, surveyor, physiotherapist, podiatrist, real estate agent, veterinary surgeon, architect or post office manager. For a full list visit www.justice.wa.gov.au/jurydeclarations

The Criminal Code s169(2) False statements

A person who knowingly makes a false statement in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years. Summary conviction: imprisonment for 2 years and a fine of \$24,000.