

If you get in touch with us, tell us this reference number

Date received at office (date stamp)

Additional information for self employed people applying for Housing/Council Tax Benefit. We need more information

Part 1 About your business

Name of business

Business address

If this is the same as your home please write 'home'

Postcode

Type of business –
What type of work do you do?

Your daytime phone number

Code	Number
------	--------

What is this number?
Please tick.

Home Work Mobile Fax Textphone

Date business started

/
/

Start date of current financial year

/
/

Average number of hours worked per week

Is your business a partnership?

No
 Yes Please tell us about your business partner below.

What is their name?

What is their address?

Postcode

What percentage of the total profit or loss is yours?

%

We need to see the partnership agreement

Does your partner (not your business partner) have a share in the business?

No

Yes What percentage of the total profit or loss is theirs?

%

Is your partner (not your business partner) on the payroll?

No

Yes What are their earnings?

£ every

Are there any other people on the payroll of the business?

No

Yes If 'Yes' how many?

Do you use part of your own home for business purposes?

No

Yes Please give details.

Part 2 About the business income

What is your Inland Revenue tax reference number?

Are you VAT registered?

No

Yes Registration number

Do you have any prepared accounts for last financial year?

No Please tell us why not and the date you expect to have them.

Yes Please return an original set of your last accounts with this form.

We must see the proof of your accounts before we can decide how much benefit you can get.

Complete this section only if we have asked you to project your income and expenditure or you do not have any prepared accounts for the last financial year or you have not been trading for a full year. We may also ask you to fill this in if your accounts are too old for benefit purposes.

Tell us the exact period covered. This should be your last financial year or if you have not been trading for a year it should be the date your business started until current date.

From

 / /

To

 / /

● Money coming into your business Actual Estimated Please tick which one you are telling us.

Sales, takings or income £

Tips or commission plus £
 Payment for work done

VAT received plus £

Closing stock plus £

Total income £

Cost of sales £
 Purchase of stock. less

Opening stock less £

less total costs £

Gross profit £

Part 3 About the business expenses

● Money going out of your business

Money or value of goods taken for your own use £

Wages paid out to yourself £

to partner (not business partner) £

to others £

Rent or mortgage interest £
 Business premises only.

Business rates £

Water rates (business only – do not include your home) £

Gas and electricity (business only) £

Cleaning £

Telephone (business only) £

Business insurance £

VAT paid to HM Revenue & Customs £

● **Business expenses continued**

Advertising

Printing and stationery

Postage

Accountant's charge

Bank charges

Interest payments on business loan

Please send the copy of the loan agreement.

Repair or replacement of business property or equipment
Do not include motoring.

Was this covered by insurance? No
Yes

Leasing charges
Please tell us what is leased.

Bad debts

Please give details of bad debts.

● **Motoring expenses – business use only**

Petrol or diesel

Repairs

Road tax

Insurance

Car lease

Who owns the vehicle? You
Business

Do you use it for anything else other than for business? No
Yes Please tell us what else you use it for.

● **Other expenses**

Please give the detailed breakdown of other expenses.
Use a separate sheet of paper if necessary.

We may need to see the proof of any expense items listed.
The benefits section will contact you, if necessary.

Is it reasonable to assume that the trading figures for the next 6 months will be similar to those given above?

No Please tell us about the differences below.
Yes

What are the differences in trading figures?

● National Insurance

Do you hold an exemption certificate

No

Yes We will need to see this.

● Personal pension contributions

How much do you pay into a personal pension scheme?

£ every

We must see proof of any schemes to which you belong and the payments made.

Part 5 Declaration

- I declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete you may take action against me. This may include court action.

Signature

Date

Full name
(in CAPITAL
LETTERS)

Notes for filling in this form

- This form is not an application form for Housing/Council Tax Benefit in its own right.
- This form has been designed as a supplementary form to make it easier for the self employed to tell us about their business income so that we can assess entitlement.
- You should fill in this form if you are self employed.
- If you are a director of a limited company you should **not** fill in this form.
- If you are not sure please contact us.
- Please make sure that you fully complete the form. If you do not it will not be sent back to you and we will assume your income.
- You should be able to find all the information we have asked for either in your day to day books, your accounts or your tax records.
- If you do not keep business records in this way you should start to do so as you may be obliged to prove to us what you have written in this form.
- If you stop trading you must tell us within one month and give us the date you stopped.
- If you start a new business you must tell us within one month and give us the date you started. We will send you another one of these forms.