

**HOUSING BENEFIT & COUNCIL TAX SUPPORT for Self-Employed People**

Claim No:   
 Date of first contact

**1. ABOUT YOU**

Date of Birth:   
 On what date are you filling in this form?

**2. ABOUT YOUR SELF-EMPLOYED WORK**

What sort of self-employed work do you do?:   
 On what date did you start your self-employed work?:   
 How many hours per week do you normally work?:

Is your business a partnership?: No  Yes

If yes, how many partners?

What are their names?:

How are the profits apportioned between the partners?

NAME	% PROFIT

Are you getting any Business Start-Up Allowance? (This is also known as New Enterprise Allowance) No  Yes

If yes how much do you get a week?

If the amount you get each week has changed, please give details.

What date is it expected to finish?

How many people work for you?

Do you pay your partner a wage? (not business partner) No  Yes

Does the amount of money coming into your business change a great deal at different times of the year? No  Yes

If yes, please give details

Are you already receiving Housing Benefit or Council Tax Support? No  Yes

**If Yes go to section 3b**

### 3. INFORMATION REQUIRED FROM SELF-EMPLOYED WORK

(Please read note 1 on enclosed notes before completing this section)

#### a) NEW CLAIMS

What dates do the details of your income and expenses cover?

Actual income and expenses From  To

**NOW CONTINUE TO SECTION 4**

#### b) REVIEW CLAIMS ONLY

You last provided your details for the period From  To

Please now provide details for the period From  To

**NOW CONTINUE TO SECTION 4**

### 4. ABOUT INCOME AND EXPENSES FROM SELF-EMPLOYED WORK

In the month you are telling us about were there any full weeks when you were unable to trade? From  To

**For example:** - *Because of illness or holidays. By a full week we mean the days beginning on a Monday and ending on a Sunday. Only give details of full weeks when no business activities such as actual work and things like looking for work, providing estimates or book-keeping took place.*

Because of:

From  To

Because of:

**Do not include income and expenses received during these periods in the details on section 5 and 6.**

### 5. GROSS INCOME FROM SELF-EMPLOYED WORK

(Please read note 2 on enclosed notes before completing this section)

	ACTUAL GROSS INCOME (£)
Money received for sale of goods, produce and work done	<input type="text"/>
Tips and commission	<input type="text"/>
Business Start-up Allowance or New Enterprise Allowance	<input type="text"/>
Rent received	<input type="text"/>
Interest from Investments	<input type="text"/>
Other income	<input type="text"/>

## 6. EXPENSES FROM YOUR SELF-EMPLOYED WORK

*(Please read note 3 on enclosed notes before completing this section)*

	ACTUAL BUSINESS EXPENSE (£)	% FOR PRIVATE USE
Purchase of stock for resale	£	%
Closing Stock	£	%
Opening Stock	£	%
Stock Insurance	£	%
Goods and Materials	£	%
Replacement small tools	£	%
Vehicle fuel (do not include expense for travelling to and from work)	£	%
Vehicle running expenses (including road tax, insurance, cleaning and repairs)	£	%
Travel	£	%
Accountancy	£	%
Legal services	£	%
Business Rent	£	%
Business Rates or Council Tax	£	%
Water rates	£	%
Mortgage interest	£	%
Property insurance	£	%
Gas, electricity	£	%
Fuel costs, not vehicle	£	%
Repairs, maintenance and cleaning	£	%
Telephones	£	%
Stationery, printing and post	£	%
Advertising	£	%
Staff wages (incl. NI contributions)	£	%
Partners wages (incl. NI contributions) (not business partner)	£	%
Other insurance for business (not NI contributions)	£	%
Bank Charges	£	%
Total loan or HP repayments (for replacement items only)	£	%
Loan or HP interest (for new or additional items only)	£	%
Interest on Business loans	£	%
Other Expenses – please give details		
	£	%
	£	%

## 6. EXPENSES FROM YOUR SELF-EMPLOYED WORK (continued)

(Please read note 3 on enclosed notes before completing this section)

Are you registered for V.A.T?

No

Yes

If yes, how much V.A.T. have you paid to HM Custom and Excise?

£

how much V.A.T. have you received from HM Custom and Excise?

£

Do you have your accounts audited and prepared into a Trading and Profit and Loss Account?

No

Yes

If yes when does your accounting year end?

What month are your accounts usually available?

Please provide these when ready

## 7. MORE ABOUT YOUR SELF-EMPLOYMENT WORK

Do you pay money towards a private pension?

No

Yes

Do not tell us about life insurance policies and endowment policies.

If Yes, how much

£  every

Please send us a copy of the most recent pension document which shows us how much you pay

Does your business use any buildings or land other than your home?

No

Yes

If yes, Please give details

Does your business use any plant, machinery, vehicles or other equipment?

No

Yes

If yes, Please give details

## 8. DECLARATION

- **I understand** that if I give information that is incorrect or incomplete, I will be liable for prosecution.
- **I declare** that the information I have given in this form is true and complete and I will tell you if there are any changes – I have read note 4 on the enclosed notes.

Signature

Date

Business Address

Phone Number

Email Address

## NOTES

### ABOUT THE FORM

- Please fill in this form if
  - You or your partner are self-employed **and**
  - You have not sent any business accounts with your Housing Benefit/Council Tax Benefit claim form. (Business accounts may only be accepted if they were produced in the last 12 months of your claim)
- Use a separate form for each type of self-employed work you do. If you need more copies of the form, or assistance in completing it, please call 024 7637 6514

### HOW TO FILL IN THIS FORM

- The self-employed person must fill in this form. Please answer all the questions on this form. Give us as much information as you can about any money you have received and any money you have paid out because of your self-employed work.

**Please read all the following notes as you complete the form and complete all sections of the form.**

#### 1. INFORMATION REQUIRED FROM SELF-EMPLOYED WORK (SECTION 3)

- **Please provide information for a complete 12 month period.** By complete month we mean the period starting the first day of the month and ending on the last day of the month.

For Example: If you were completing the form in July 2011, the complete 12 calendar months would be 01/07/2010 to 30/06/2011

- **If you have been working as a self-employed person for less than 12 months** you must complete the form for as many complete calendar months as you can. This will be from the first day of the complete calendar month after you started work to the last day of the complete calendar month before the date you complete this form.
- **If you have been working as a self-employed person for less than a month** you must provide us with an estimate of your earnings for the first 3 months. We will review your claim once your actual accounts can be provided

#### 2. GROSS INCOME FROM SELF-EMPLOYED WORK (SECTION 5)

- Please give details of **all income before any deductions** relevant to your self-employment for the period detailed in section 3. If you are V.A.T. registered all income totals should exclude V.A.T.

#### 3. EXPENSES FROM YOUR SELF-EMPLOYED WORK (SECTION 6)

- Please give details of **all expenses** relevant to your self-employment for the period you detailed in section 3. Give the total expenses **including both business and private use**, but tell us the percentage for your own private use for every expense you are telling us about. If you are V.A.T. registered all expense totals should exclude V.A.T.
- Only include expenses that apply to your business. **DO NOT INCLUDE YOUR NORMAL LIVING EXPENSES E.G. RENT/MORTGAGE ETC**

**YOU MUST INFORM US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE**

