



Housing Benefit and Council Tax Benefit: Self-Employed Income Information

This form is for providing details of income from self-employment if you do not have any prepared business accounts. If you have some business accounts and have not yet provided us with them, please provide them instead of this form.

Sometimes we may ask for this form to be completed if the accounts we have received do not have all the information in them that we need, so if we have sent this form to you, please complete it. If you have already provided us with your accounts, do not send them in again.

Claimant Name:		Claim PIN:	
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Address:

Postcode:

Telephone number:	<input type="text"/>	Can we contact you by text?	<input type="text"/>
If yes, please give mobile phone number:		<input type="text"/>	

Business name:

Business address:

Postcode:

What type of business is it?

What date did you start trading? Average number of hours you work per week:

Is the business a partnership? If yes, please give the name of your business partner(s) and the share of any profit or loss.

You:	Share:	%
Business partner name:	Share:	%
Business partner name:	Share:	%

Do you normally have, or will you be having, accounts prepared by an accountant?

If no, please give the reason why not:

If yes, but they are not currently available, please give an

approximate date when they might be:

Does the business receive any form of business financial support?

If yes, please give details of what it is:

When did it start?

When does it end?

How much is it?

How often it is received:

Your trading details.

We would normally ask for the income and expenditure details for your most recent period of trading, covering no more than a 12-month period. However, if you are expecting future trading to be different to the last period of trading, you will need to give us an estimate of what you think your future trading will be.

Are you providing us with the details of your actual trading, or an estimate of future trading?

What period do these trading figures cover?

From:

To:

We may need to ask for more details of any trading details listed – if we do, we will contact you.

Business income.

Income: (sales, revenue, takings, fees, etc)

£

Cost of goods sold:

Opening stock:

£

(stock held at the start of the period.)

Add: purchases of stock:

£

Total:

£

Deduct: closing stock:

£

(stock not yet sold at the end of the period.)

Cost of goods sold:

£

Trading profit: (income, less the cost of goods sold)

£

Any business financial support income:

£

Gross profit:

£

Business Expenditure.

We only take into account business expenses – any expenses for running your home, or for personal use will not normally be taken into account in working out the net profit. However, if you run your business from home, and/or use personal possessions for the business (such as a motor vehicle, phone or home internet), we can allow part of the costs as business expenditure.

If this is the case, give us the full amount of the expenditure, and then put in the column called ‘For business use’, a reasonable amount for the business part of the bills.

Drawings:

£

(Money, including any wage you pay to yourself, and the value of any stock taken out for personal use.)

Wages and salaries:

To your partner

£

(Your home partner, not business one):

Other employees:

£

If you pay your partner, what work is it for?

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Accommodation expenses.

Business premises:

Business Rates:

£

(For business premises only.)

Business rent:

£

(For business premises only.)

Heating and Lighting:

£

(For business premises only.)

Telephone/internet:

£

(Landline and/or internet connection charges at business premises only.)

Mobile phone:

£

(If you have a separate one that is for the business only.)

Working from home:

(If you don't have separate business premises.)

Use of home for business:

The full bills	The part for business use
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£

£

(One amount to cover the business use of all your home utility bills – do not include rent or council tax.)

Telephone (landline):

£

£

(If you use your home phone and/or internet for business and personal use.)

Internet service:

£

£

Mobile phone:

£

£

(If you use the same mobile phone for both business and personal use.)

Motoring Expenses.

If you have motor vehicle expenses, are they for a business-only vehicle, or for a vehicle that is also for personal use?

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	Total expenses	For business use	State whether the amount is yearly, or just for the period of the accounts.
Road Tax:	£	£	
Car Insurance:	£	£	
Repairs/MOT:	£	£	
Petrol:	£	£	
Car Lease:	£	£	

Other expenses.

Business insurance:	£		
Professional fees:	£	(e.g. accountant, solicitor, or other professional services.)	
Advertising:	£		
Postage & stationery:	£		
Repair/replacement of business asset:	£	Is any of it covered by insurance?	<input type="text"/> If yes, how much? <input type="text"/>
Bank charges:	£		
Loan interest/ hire purchase payments:	£	(We cannot allow the capital repayment part of a loan)	
Bad debts written off:	£	(Do not include any debts you are still trying to recover.)	

Any other business expenses not listed above:

	£	Please note that we will not allow expenditure that cannot be clearly identified as for business use – these are ones such as 'sundry' , 'misc.' or 'other' expenses.
	£	

Other outgoings.

Do you pay into a Personal Pension Scheme?

If you do, please provide proof of the pension payments, such as a letter from the pension scheme provider giving details of the agreed payments into the pension.

Declaration.

I declare to the best of my knowledge the information given is true and complete.
 I understand that to give false information may lead to prosecution.
 I authorise the Council to verify information given by me should they so desire.
 I undertake to notify in WRITING any changes in my income IMMEDIATELY if such changes occur.

Signature of claimant:

Date:

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