

# Income from self-employment

We have sent you this form as we need to work out your average weekly income from self-employment.

Please answer the following questions and tell us your income and business expenses or outgoings for the last 12 months, or last financial year. The income and expenses you tell us about should be for the same period of time. If you have not been self-employed for 12 months yet, then you should tell us your income and expenses for the period you have been trading.

If you have only just started trading you need to tell us what you think your income and expenses will be for 3 months from when you started. If you have a business plan, please send it to us.

1. Benefit reference 

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Date form issued 

D	D	M	M	Y	Y	Y	Y
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2. Your name

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The address  
you are  
claiming  
benefit for

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## Things you need to know to help you fill out this form, please read.

- Please answer the following questions and tell us your income and business expenses or outgoings for your most recent trading year, this can be a financial year, i.e. 6 April to 5 April or calendar year, 1 January to 31 December. The income and expenses you tell us about should be for the same period of time.
- If you have not been self employed for 12 months yet, then you should tell us your income and expenses for the period you have been trading.
- If you have only just started trading you need to tell us what you think your business income and business expenses will be for 3 months from when you started. If you have a business plan, please send it to us.
- You will be asked for evidence to support what you have told us and should send your latest trading accounts when you send back this form. You may also be asked to send your business bank accounts to cover the period on this form.
- You will also be asked for your Self Employment Registration Number issued to you by HMRC to prove you are self employed. You will be asked to send us evidence of this. You should be registered even if you don't earn enough to pay tax. We cannot treat you as self employed unless you are registered. This means that we would take into account your gross income from the business as a Notional Income. We would not deduct any business expenses and we could not give you an earnings disregard when working out your Housing Benefit and Council Tax Reduction.
- If you have more than one business you need to fill out one of these forms for each business.
- If you employ a spouse or non business partner you need to send in their payslips as well as telling us what your wages expense is.

Please tell us your business address

Name of and type of business

How long have you been trading?

Please tell us your self employment registration number supplied to you by HMRC.

You must supply this as we cannot treat you as self employed if you are not registered with HMRC.

Please tell us what period you are telling us about.

FROM

TO

Do you think your trading figures for the next 6 months will be the same as the last 12 months?(please tick)

YES ☐ NO ☐

If not please tell us why, for example, your work may be seasonal.

Is your business a partnership (please tick)

YES ☐ NO ☐

If yes, what percentage of the business is yours?

Please tell us the name of your business partner

How many hours do you normally work each week?

**BUSINESS INCOME** (remember your income should be for the same period as your expenses)

Income from sales and work done

Income from commission or interest

Loans to the business

Other income

Please tell us what this other income is

GROSS/TOTAL BUSINESS INCOME

**BUSINESS EXPENSES** (remember your expenses should be for the same period as your income) There are three columns, you need to tell us your gross expenses, the amount that is for business and the amount for personal use.

	Gross Expense	Amount for business	Amount for Personal
Accountancy/ Legal fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advertising	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Charge	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repayments on business loans	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Rates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cleaning	<input type="text"/>	<input type="text"/>	<input type="text"/>
Depreciation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entertainment or Subsistence	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heating and Lighting	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire of equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire purchase	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insurance (not motor)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest payments	<input type="text"/>	<input type="text"/>	<input type="text"/>
Materials/Stock	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile phone charges and call costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postage and stationery	<input type="text"/>	<input type="text"/>	<input type="text"/>

Printing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rent of business premises	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repairs and maintenance of equipment or tools	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subcontracting wages or costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sundries or Miscellaneous items*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transport (other than motor)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water and Sewerage rates	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Please use this box to give us a breakdown of your sundries and miscellaneous expenses

## **MOTOR EXPENSES** (remember your expenses should be for the same period as your income)

Please tell us if your vehicle is solely used for business i.e. A truck used to operate your business, or your personal vehicle that you also use for business purposes.

If you are a taxi driver please tell us your business mileage for the period this form covers. We may compare your mileage with our Licensing Department who issue your taxi licence.

Petrol	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diesel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repairs or maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle tax	<input type="text"/>	<input type="text"/>	<input type="text"/>

## WAGES AND DRAWINGS

Wages paid to spouse or non-business partner  
(payslips must be provided)

Wages paid to employees (payslips must be provided)

Drawings by yourself (money you take from the  
Business as a wage)

Drawings by your spouse or non business partner

Drawings by your business partner

Please use the space below to tell us of anything else you think we need to know

## DECLARATION

**Please read this declaration carefully.**

- As far as I know, the information I have given on this form is correct and complete
- You may make any necessary enquiries to check the information on this form
- You may cross check the information I have given with other services in the council, other council or benefit authorities, including HMRC.
- I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect my benefit, I may be prosecuted.

We will keep this information confidential, but if you fall behind with your rent or council tax payments, our Recovery Officers may need to read this form so that he or she can help you.

Your signature

Your name (please print)

The date you are filling out this form