

## HOUSING BENEFIT AND COUNCIL TAX REDUCTION: SELF EMPLOYED FORM

Please complete a separate form for each business

**CLAIM NUMBER:**

**NAME:**

**BUSINESS ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

Are you the director of a company registered with Companies House? If "Yes", please complete the separate "Company Director's Form". You will be classed as an employee.	<b>YES/NO</b>	
What sort of self-employed work do you do? Briefly describe the work and activities.		
What is your business/trading name?		
When did you start your self-employed work?		
How many hours a week do you work on average?		
Is the business a partnership? Provide the business partner(s) name and your percentage share of any profit/loss.	<b>YES/NO</b>	
Do you have a Partnership Deed or Agreement?	<b>YES/NO</b>	If yes, please send proof.
Do you use any part of your home for work? If yes, please provide details of what part you use.	<b>YES/NO</b>	
Have you received or applied for any loans, grants or incentive payments for your business, for example the New Enterprise Allowance?	<b>YES/NO</b>	If yes, please send proof.
Do you pay money towards a private pension?	<b>YES/NO</b>	If yes, how much? Please send proof.
Are you exempt from paying Class 2 National Insurance Contributions?	<b>YES/NO</b>	If yes, please send your certificate. If no, please send your last receipt.
Are your profit and loss accounts enclosed? Please provide if you have been in business for 12 months or more.	<b>YES/NO</b>	If no, please give details of income and expenses below.
Are bank statements for all your accounts enclosed? Please provide for the last 6 months or since you became self employed if you have been self employed less than 6 months.	<b>YES/NO</b>	If no, please explain why.
<b>For minicab/taxi drivers only.</b> What proportion of time is the vehicle used for business (rather than personal) use? Provide proof that you are insured to drive your vehicle for business purposes.	Business use:            %	Personal use:            %
	Please send the insurance certificate (covering the below period).	

### INCOME AND EXPENSES

- If you have been self-employed for less than 3 months, provide estimates for the first 3 months.
- If you have been self-employed for between 3 and 12 months, provide details for the period since you became self-employed.
- If you have been self-employed for more than 12 months, provide details for the last 12 month period for which you prepare your accounts.

I am giving details of my income and expenses for the period from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### GROSS INCOME FROM YOUR SELF-EMPLOYED WORK

TYPE OF INCOME Please write 0.00 where not applicable.	GROSS INCOME (£) Before any drawings are made
Money received from sale of goods, produce and work done	
Tips and commission	
Incentive scheme payment or government payment	
Rent received	
Insurance payouts	
<b>Other income. Please give details.</b>	

### EXPENSES FROM YOUR SELF-EMPLOYED WORK

TYPE OF EXPENSE Please write 0.00 where not applicable.	PERCENTAGE FOR PERSONAL USE	EXPENSES (£)
Accountancy/book keeping	%	
Advertising	%	
Rent for business premises	%	
Business rates	%	
<b>Utility bills (business premises only)</b>	%	
Repairs, maintenance and cleaning (not vehicle)	%	
Replacement of small tools	%	
Telephone	%	
Stationery, printing and post	%	
Wages to partner	%	
All other staff wages	%	
Vehicle running expenses. <b>Do not include expenses for travelling between your home and main place of work.</b>	Road Tax	%
	Insurance	%
	Petrol	%
	Cleaning	%
	Repairs (not covered by insurance policy)	%
Travel costs (not vehicle). <b>Do not include expenses for travelling between your home and main place of work.</b>	%	
Purchase of stock, goods and materials	%	
Stock, goods or materials insurance	%	
Any other insurance (specify what for)	%	
Interest on business loans	%	
Professional fees (specify what for)	%	
Bank loan or Hire Purchase <b>interest</b> repayments (all items).	%	
Bank loan or Hire Purchase <b>capital</b> repayments for <b>replacement</b> items (specify what items).	%	
Bank loan or Hire Purchase <b>capital</b> repayments for <b>new</b> items (specify what items).	%	
Drawings (and specify how paid for)	%	
Business set up and/or expansion costs	%	
Depreciation of capital assets	%	
Other expenses Please give details	%	

**PROOF:** Please provide proof for significant items of expenditure – amounts of £500 (£40 a month) or more. Do not send receipts for petrol. We may write to you for further proof if we decide it is necessary.

*Please use the space below to tell us anything else you think we might need to know.*

**DECLARATION. WARNING: If you give us false information we may prosecute you.**

As far as I know the information I have given on this form is true and complete.  
I understand that you may use the information I have given on this form to prevent and detect fraud.  
I have read and understood this declaration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_