

**Housing Benefit and/or Council Tax Benefit
Self-employed income form**

working for our community

Ben Ref Name of business

Your Name Type of Business

Your Home Address Business Address (if different)

If a different address, do you own or rent your business address?

Home phone no Business phone no

Can we telephone you at work? Yes No

Please use this form for your self-employed work. If you have more than one type of self-employment, you will need to complete a separate form for each. Please answer all the questions on this form. Give as much information as you can about the business and

- The money you have received (your income) for the work you have done
- The money you have paid out (your expenses) for your business

Are you registered for VAT? Yes No

Are you receiving any payments from the Government to help set up your business? Yes No
Please provide details

Date business commenced Is your business a partnership? Yes No

If your business is a partnership, please list the names of each partner and indicate the percentages each hold of the business

Name	Percentage interest
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

How long have you been trading?

Over 12 months Complete the pages overleaf with details for the last 12 months

1-12 months Complete the pages overleaf with details for the period you have been trading

Less than 1 month Complete the pages overleaf with what you estimate your income and expenses will be for the first 3 months of trading

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What period are you completing this form for?

From To

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About the money coming into your business

How much have you received for the sale of goods or work you have done tips or commission

£
£
£
Total £ (A)

What have you spent on goods for resale goods and materials for products

£
£
Total £ (B)

Cost of goods still to be sold (closing stock)
Cost of goods available to be sold at the start of this trading period (opening stock)

£
Less £
Total £ (C)

Gross Profit

A-B +C £

About the money being paid out by your business

We can only allow expenses relating to the business and may ask for proof of ANY expense listed. If you know the actual amount enter it in the 'Business use' column.

If you do not have separate bills for your business expenses and your personal expenses, enter the full amount in the 'Total Expenses' column and either

- give the appropriate percentage or
- an estimate how much is for business and personal use in the appropriate column.

Business Accommodation costs

Please enter details for any premises you use

If you use your home for the business, please also answer the boxes below

Please explain how your home is used for the business including which room(s) you use
Eg paperwork in spare room, store products in garage, use telephone to make appointments

Please note only reasonable expenses will be allowed for use of the home

How many hours each week do you use your home for business use?

	Total amount spent	Amount for personal use	Amount for business use
Mortgage Interest	£		
Rent	£		
Business Rates	£		
Water Rates	£		
Heating & Lighting	£		
Property Insurance	£		
Repairs & Maintenance	£		
Cleaning Costs	£		
Telephone	£		
Do you have a water meter?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Motoring expenses

What vehicle(s) do you use for the business?

What do you use this vehicle for?
Please give details of the journeys you make.
(i.e. I go to the wholesalers in Stockport twice a week, to get to work or I visit customers throughout Cheshire everyday)

Do you use the vehicle for personal use at all? Yes No

If yes, what percentage of the time is the vehicle used is for personal use?

Who owns the vehicle(s)?

***If any vehicle is being leased or has been purchased using a loan for which you are still making payments - please enclose the agreement**

Please enter below the actual cost of using a motor vehicle

We cannot accept any costs calculated using a 'pence per mile' basis

	Total expenses	Amount for personal use	Amount for business use
Fuel (Petrol/Diesel)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Car lease or loan - see above*	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Insurance	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

if amount entered is not for a full year please tell us the total amount you will pay for 12 months insurance

Road tax	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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please tell us the whether this is for 6 or 12 months tax

Repairs	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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Other expenses

Drawings - cash or the value of goods for your use

Wages you have paid yourself

Wages you have paid your partner

Wages you have paid to others -

Are any of the other people you have paid part of your household?

If so, give details on a separate sheet

Advertising

Printing, Stationery and Postage

Accountants charges

Business entertainment

Bank charges -

please send statements covering the period you are giving details for

Business Insurance

Please state what is covered by the insurance

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Loan payments (not motoring –see above)£

Please provide a copy of the loan showing the breakdown on interest and capital repayments and the repayment schedule. Please state

- the reason the loan was taken out
- the date it was taken out and
- whether this was to help start the business.

Repairs to other assets (not motoring –see above)£

Were any repairs covered by insurance? Yes No

If yes please advise the amount received

Leasing Charges (not motoring –see above)£

Please tell us what items are leased

Bad Debts£

We can only allow debts owed to you that you have taken to court and have defaulted in paying you despite a judgement against them.

Other expenses - please specify

<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

*For office use only***Future trading**

Is it reasonable to assume that the trading figures for the next 3 to 6 months will be similar to the figures you have given Yes

No please explain the likely differences below

Do you make payment to a personal pension?Yes No

Please provide proof of the payment you make and the policy

How much do you pay? £ each

Declaration

I declare to the best of my knowledge that the information given is true and complete.

I understand that to give false information may lead to prosecution.

I authorise the council to verify any information given by me should they wish to do so.

I understand to notify in writing any changes in my income immediately they occur.

Signature

Forms completed by someone other the person who runs the business

Name of person completing the form

Signature of person who completed the form

Relationship to you