



HARBOROUGH DISTRICT COUNCIL

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HOUSING BENEFIT AND COUNCIL TAX SUPPORT

Claim Ref:

SELF EMPLOYED FORM

SECTION 1: HOW TO FILL IN THIS FORM

Please fill in this form if you, your husband, your wife, or person that you live with as if married to them, or anyone else in your household is self-employed.

Do not use this form if you are a Director of a Limited Company.

Please give as much information as you can about the money you have received and the money you have paid out because of your self employment for your last full trading year, **or** from the beginning of your current trading year to date if your current trading position is different, **or** since your business started to date.

If you have just set up your business, please provide an estimate of your income and expenditure and keep full and proper records which we will ask to see in 3 months time.

SECTION 2: ABOUT THE PERSON WHO IS SELF EMPLOYED

Surname :

Other names:

Home address:

Home telephone number:

Mobile number:

Email address:

SECTION 3: ABOUT YOUR BUSINESS

Business telephone number:

Name and address of the business:

What sort of self-employed work do you do?

Date business commenced:

Start date of your current trading year:

Number of hours worked each week:

SECTION 4: ABOUT THE BUSINESS

1. Is your business a partnership?

Yes

No

• If "Yes", what percentage of the total profit/loss is yours?

 %

• Is your husband, wife, partner or civil partner in the business?

• If "Yes", what percentage of the total profit/loss is theirs?

 %

2. Is your husband, wife or civil partner on the payroll of the business?

Yes

No

• If "Yes", what are their earnings?

(We will need to see their payslips)

£

every

3. Are there any other people on the payroll of the business?

Yes

No

4. Do you run your business from home?

Yes

No

• If "Yes", which rooms do you use for business?

• Did you rent or buy the house specifically for the use of a room for your business?

Yes

No

5. Do you use a vehicle for your business?

Yes

No

(Please note that if you use your vehicle to go to and from your normal place of work we cannot allow this as an expense.)

• If "Yes", who owns the vehicle?

You

Business

• Do you use it for anything other than business? Yes No

6. Do you have any prepared accounts (audited or otherwise) for the last financial year?

Yes No

- If "Yes", please send an original set of accounts with this form and go straight to Section 8.
- If "No", give the reason why not and the date you expect to have them, if known.

Please complete the rest of this form if:

- You do not have prepared accounts *or*
- You have not been trading for a full year *or*
- You are newly self-employed

SECTION 5: MONEY COMING IN AND EXPENSES

If you do not have prepared accounts, please give details of your business income and expenses for your last full trading year, *or* from the beginning of your current trading year to date if your current trading position is different, *or* since your business started to date.

If you have just started trading and cannot give actual figures, please provide an estimate of income and expenditure below.

ESTIMATE DECLARATION

I do not have enough information to complete sections 6 and 7.

I estimate that my earnings will be £ per week.

I will complete another self employed earnings form in three months time.

Signature: Date:

I understand that my benefit will be estimated, based on the information I have supplied. If, however, when my actual figures are produced, my profit is different to that declared above, my benefit entitlement will be adjusted accordingly.

TRADING PERIOD

If you are not giving an estimate of your earnings, please state what period the income and expenditure covers.

From: To:

Do you have a business bank account? Yes No

If “Yes”, we may need to see your business bank statements for the period shown. We will contact you if necessary.

SECTION 6: BUSINESS INCOME

Please give the business income for the period you have stated above:

Sale of goods and takings	£
Payments for work done	£
Tips, gratuities and commission	£
Other income	£
What type of income is it?	
Opening stock	£
Closing stock	£

SECTION 7: BUSINESS EXPENSES

Self employed childminders

You do not need to provide details of your expenses, you only need to provide details of your income. Please go straight to section 8.

If you are not a childminder, please give details of your expenditure for the period you have stated in Section 5. **You must only include amounts that relate solely to the business.** For example, if you use your car for business and personal use, we only want to know the amount that you use for business.

You may need to provide proof of the income and expenses that you have listed on this form. We will contact you if necessary.

Please note that not all expenditure accepted by HMRC (Inland Revenue) for your Tax Return is accepted for the assessment of housing benefit and council tax support.

Type of expense – Business use only	Amount	How often?
Drawings (cash or goods)		
Purchase of stock		
Goods and materials		
Wages paid to employees		
Wages paid to husband/wife/civil partner		
Rent for business premises		
Mortgage interest for business premises		

Business rates		
Water rates		
Heating and lighting		
Business insurance What is covered by this insurance?		
Postage and delivery costs		
Business subscriptions		
Special clothing		
Cleaning		
Telephone		
Printing and stationary		
Advertising		
Repairs or replacement of a business asset Was this covered by insurance?		
Tools and equipment		
Accountancy fees		
Capital repayments on a business loan		
Interest payments on a business loan		
Reason for business loan		
Bank charges (business account)		
Insurance (please specify what for)		
Other expenses (please specify, use a separate sheet if necessary)		

Motor expenses: (Business use only)		
Car lease		
Road tax		
Fuel		
MOT		
Motor insurance		
Motor repairs		
Other motor expenses (please specify)		

SECTION 8: OTHER INFORMATION

If you have your latest HMRC Self Assessment letter, please send it with this form. If not, please state the reasons why.

Are you exempt from paying National Insurance? Yes No

If "Yes", please provide a copy of your exemption certificate.

Do you pay into a private pension scheme? Yes No

If "Yes", how much do you pay? £ every
 We will need to see proof of this.

Please use this space to give us any other information about your self-employed income. If the figures you have provided do not reflect your normal income and expenditure, please give the reasons why below.

SECTION 9: FUTURE TRENDS

Do you expect that your trading figures for the next six months will be similar to those given above?

Yes No

If "No", please tell us about the likely differences below.

SECTION 10: DECLARATION

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me which may lead to prosecution
- You will use the information I have provided to process my claim for housing benefit or council tax support, or both. You may check some of the information with other sources within the council, rent offices, and other councils
- You may use the information I have provided in connection with this and any other claim made for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this

I know I must let the council know about changes in my circumstances, which might affect my claim.

I declare that to the best of my knowledge the information I have given on this form is correct and complete.

Signature:

Date:

SECTION 11: WHAT TO DO NOW

Please send this form back to us straight away to the address at the top of this form.

You should also send an original set of your prepared accounts, if available. We may need to see your self employed books, invoices, expenditure receipts and business bank statements for the period that you have stated. We will contact you if necessary.

If you have just set up your business, please keep full and proper records which we will need to see in three months time.