

**Housing Benefit and Council Tax Benefit**  
**Self-Employed Earnings Information form**



Please fill in this form if you or your partner is self-employed. If you are both self-employed in different businesses you should each complete a *Self-Employed Earnings Information Form*.

We need to know about your income, so that we can work out your Housing Benefit / Council Tax Benefit. Please answer all the questions on this form and give details of all your business income and expenditure. Please provide supporting documents, such as your most recent year's tax assessment, business bank account statements, and so on.

Some items of business expenditure are not allowed for benefit purposes, so the income we use to work out your benefit may be higher than that used by HM Revenue & Customs. If you want to know more about how we work out your income, please contact the Revenues & Benefits Service.

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**SECTION 1**

Surname: \_\_\_\_\_

First names in full: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home phone number: \_\_\_\_\_

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**SECTION 2**

Name of business: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Business phone number: \_\_\_\_\_

Type of business: \_\_\_\_\_

Date business started: \_\_\_\_\_

Start of current financial year: \_\_\_\_\_

Is your business a partnership? YES  NO

If 'YES', please list the partners and their percentage share of the business:

Name: \_\_\_\_\_ %

Name: \_\_\_\_\_ %

Name: \_\_\_\_\_ %

**SECTION 2** continued

Other than you, how many people work for the business? \_\_\_\_\_

Do you have any prepared accounts for the last financial year? YES  NO

If 'YES', return them with this form and go to Section 5.

If 'NO', please give the reason why and the date you expect to have them: \_\_\_\_\_

Please give the name, address and phone number of your accountant, if you have one.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**If you do not have any prepared accounts or if you have not been trading for a full year, please fill in Section 3 of this form.**

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**SECTION 3**

Fill in this section if you do not have prepared accounts for the last financial year or if you have not been trading for a full year.

**If you have only just started trading, please supply ESTIMATED accounts for at least your first three months trading.** You must provide final accounts as soon as they are available.

Please give the **exact** period covered by the following accounts:

From: \_\_\_\_\_ To: \_\_\_\_\_

Income / Sales	£
Plus Enterprise Allowance	£
Plus closing stock	£
Sub-total	£
Less purchases	£
Less opening stock	£
<b>Gross profit</b>	<b>£</b>

Weekly hours worked: \_\_\_\_\_

**SECTION 3** continued

**EXPENSES**

Include amounts that relate **ONLY** to the business.

Drawings	£
Wages paid to yourself	£
Wages paid to your spouse	£
Wages paid to others	£
Business rent	£
Business rates	£
Business heating and lighting	£
Business telephone	£
Business insurance	£
Business advertising	£
Printing and stationery	£
Business postage	£
Business accountancy	£
Bank charges (for business accounts only)	£
Interest payments (for business loans only <sup>1</sup> )	£
Business petrol (or other fuel) <sup>2</sup>	£
Business vehicle insurance <sup>2</sup>	£
Business Road Tax <sup>2</sup>	£
Business repairs	£
Circuit fee	£
Other business expenses (please state)	£
	£
	£
	£
	£
<b>Total expenses</b>	<b>£</b>

<sup>1</sup> Please enclose a copy of the loan agreement.

<sup>2</sup> If you have declared business use for petrol, vehicle insurance or Road Tax,

are the amounts declared for business use only? YES  NO

If 'NO', what percentage is for business use? \_\_\_\_\_ %

what percentage is for personal use? \_\_\_\_\_ %

**SECTION 4**

Gross profit from Section 3	£
Less total expenses form Section 3	£
<b>Net profit</b>	<b>£</b>

Is it likely the trading figures for the current financial year will be similar to those shown above?

YES  NO

If 'NO', please explain why:

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**SECTION 5**

**National Insurance:**

Do you have an exemption certificate? YES  NO

**Personal Pension Contributions:**

Do you contribute to a personal pension scheme? YES  NO

If 'YES', how much do you pay? £ \_\_\_\_\_

How often do you pay? \_\_\_\_\_ (weekly, monthly, etc.)

You must supply proof of payments made and membership of the scheme. For example, bank statements showing contributions made and a recent letter from the pension company.

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**SECTION 6**

**WARNING**

It is an offence for anyone to make a statement or produce information that they know to be false, in order to obtain Housing Benefit or Council Tax Benefit. A person, if convicted, can be fined, sent to prison or both.

**DECLARATION**

I have filled in this form and declare that the information given within it is true and complete to the best of my knowledge.

I will immediately tell the Council's Revenues & Benefits Service, in writing, if my income or circumstances change.

I agree to the Council making any necessary enquiries to confirm the information given on this form.

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

Name (in BLOCK CAPITALS): \_\_\_\_\_

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**Returning this form:**

Please fill in and send this form to:

**Revenues & Benefits Service, Thanet District Council, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ**