

Benefit Section, Wansbeck Square, Ashington,
Northumberland, NE63 9XL
Telephone: 0345 600 6400
Fax: 01670 620098
Website: www.northumberland.gov.uk

OFFICE USE ONLY

Issued _____
Received _____

Housing Benefit & Council Tax Support Self-Employed Income Form

PART 1 – ABOUT YOU

Claim Ref	
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Name			
Home Address			
Post Code			
NI Number		Date of Birth	

PART 2 – ABOUT YOUR BUSINESS

(A)

Business Name	
Business Address	
Post Code	
Type of Business	
Daytime Phone No	

PART 2 – ABOUT YOUR BUSINESS (continued)**(B)**

Date business commenced		Is this a new business?	YES / NO
Start date of current financial year			
Average number of hours worked per week			

(C)

Is your business a partnership?	YES / NO
If yes, what percentage of the total profit / loss is yours? (Please provide partnership agreement)	%
Partner Name	
Address	
Post Code	

(D)

Does your spouse, or the person you live with as if you were married to them, have a share in the business?	YES / NO
If yes, what percentage of the total profit / loss is theirs?	%
Is your spouse or the person you live with as if you were married to them, on the payroll of the business?	YES / NO
If yes, what are his / her earnings?	£ every
Are there any other people on the payroll of the business?	YES / NO
If yes, how many other people are there?	
Please provide a payroll summary of each employee	

(E)

Do you use part of your own home for business purposes?	YES / NO
If yes, please provide details of any rooms in your home which are used <u>only for the business</u> and the cost of your home utility bills (please provide proof of utility costs)	

PART 3 – ABOUT THE BUSINESS INCOME

What is your Inland Revenue Tax Reference No?	
Do you have your latest Self-Assessment Tax Return? (Please return it with form)	YES / NO
If not, please tell us why not and the date you expect to get it.	

Do you have any prepared accounts (audited or otherwise) for the last financial year	YES / NO
If YES , please return an <u>original</u> set of the accounts with this form. GO TO PART 5 (page 6)	
If NO , please state the reason why and the date you expect to have them. GO TO PART 4	

PART 4 – ABOUT INCOME AND EXPENDITURE

(A)

State exact period the self-employed income covers	From		To	
This should be your last financial year or a period as directed in the letter enclosed with this form				

(B) - Money coming in for period stated

Sales, takings or income	£	
Plus Tips or gratuities	£	+
Plus VAT refunded	£	+
Plus Value of stock at the end of the previous accounting period		+
Equals TOTAL INCOME	£	=
Less Value of stock at the beginning of the accounting period detailed in (A) above		-
Equals GROSS PROFIT		=

(C) – Business Expenses for period stated

Is the business new?	YES / NO	
If yes, detail the cost of equipment/materials used to set up the business	£	
Cost of stock/goods purchased to sell to customers	£	
Drawings (cash and stock taken from business)	£	
Wages Paid out	To self	£
	To partner	£
	To others	£
Rent for business premises only, not including your home (please send proof)	£	
Business Rates	£	
Gas and Electricity (business premises only)	£	
Water Rates (business premises only)	£	
Cleaning	£	
Telephone/mobile phone	£	What percentage of the calls are for personal use? %
Business Insurance (please send proof)	£	
Advertising / Essential Publications	£	
Printing & Stationery	£	
Postage	£	
Accountants Charge	£	
Bank Charges (business bank accounts only)	£	
Interest payments on business loan (please send proof)	£	
Repair of business assets	£	
Was the repair of the asset covered by insurance?	YES / NO	
Replacement of business asset	£	
Was the replacement of the asset covered by insurance?	YES / NO	
Leasing Charges	£	
Hire Purchase	£	

Is it reasonable to assume that the trading figures for the next six months will be similar to those given above?	YES / NO
If NO, please explain the likely differences:	

PART 5 – ABOUT OTHER OUTGOINGS

Personal Pension Contributions

How much do you pay into a personal pension scheme	£	every
You <u>must</u> provide proof of the scheme to which you belong and of the payments made		

Voluntary National Insurance Contributions

Do you pay National Insurance Contributions voluntarily, regardless of your self-employed income?	YES / NO
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PART 6 – DECLARATION

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

I understand the following:

- If I give you information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit and / or Council Tax Support. You may check the information with other sources within the Council and other Councils.
- You may use the information I have provided in connection with this and any other claim for Social Security Benefits that I have made or may make. You may give some information to other government organizations, if the law allows this.

I KNOW I must inform the Benefit Section about any change in my circumstances as soon as the change occurs.

I DECLARE the information I have given on this form is correct and complete.

Signature of person claiming _____ Date _____

Forms filled in by someone other than the person claiming (if applicable)

Name of person who filled in the form	
Signature of the person	
Relationship to the person claiming	

CONTACT DETAILS

If you have any queries or questions regarding this form please do not hesitate to contact:

Benefit Section, Wansbeck Square, Ashington, Northumberland, NE63 9XL or Telephone: 0345 600 6400