



## HOUSING BENEFIT AND COUNCIL TAX BENEFIT SELF EMPLOYED EARNINGS INFORMATION

You have told us in your claim for housing benefit and/or council tax benefit that you are self employed. We need to have details on this form before we can assess your entitlement.

**PLEASE COMPLETE AND RETURN THIS FORM BY**

HB case Reference No:

### SECTION 1 – ABOUT YOURSELF

Title:

Other names:

Last name:

Address:

Post Code:

### SECTION 2 – ABOUT YOUR BUSINESS

Name of business:

Business Address:

Post Code:

Type of business:

Date business commenced:

Start date of current financial year:

Average number of hours worked per week:

Is your business a partnership?	If yes, what percentage of the total profit/loss is yours? (Please provide partnership agreement)
<b>YES/NO</b>	%
Is your husband/wife or partner in the business?	If yes, what percentage of the profit/loss is theirs?
<b>YES/NO</b>	%
Is your husband/wife on the payroll of the business?	If yes, what are his/her earnings?
<b>YES/NO</b>	£ every
Are there any other people on the payroll of the business?	
<b>YES/NO</b>	
Do you use part of your own home for business purposes?	If yes give details:
<b>YES/NO</b>	

**SECTION 3 – ABOUT THE BUSINESS INCOME**

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

**YES/NO**

If YES, return an original set of the accounts with this form – go to **SECTION 6**

If NO, state reason why and the date you expect to have them

If you do not have any prepared accounts or if you have not been trading for a full year, please complete **SECTION 4**

Do you have your latest Schedule D Tax Assessment?

**YES/NO**

If YES, return it with this form

If NO, state reason why and the date you expect to receive it

**SECTION 4 – INCOME FROM THE BUSINESS**

**COMPLETE THIS SECTION ONLY IF YOU DO NOT HAVE ANY PREPARED ACCOUNTS FOR THE LAST FINANCIAL YEAR OR IF YOU HAVE NOT BEEN TRADING FOR A FULL YEAR**

State exact period covered

From:	To:
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This should be your last financial year OR, if you have not been trading for a year, it should be the date your business started until current date.

<b>SALES/TAKINGS/INCOME</b>	£	<input style="width: 95%;" type="text"/>	+
<b>Plus VAT REFUNDED</b>	£	<input style="width: 95%;" type="text"/>	+
<b>Plus ENTERPRISE ALLOWANCE</b>	£	<input style="width: 95%;" type="text"/>	+
<b>Plus CLOSING STOCK</b>	£	<input style="width: 95%;" type="text"/>	+
<b>Less COST OF SALES (Purchase)</b>	£	<input style="width: 95%;" type="text"/>	-
<b>Less VAT PAID OUT</b>	£	<input style="width: 95%;" type="text"/>	-
<b>Less OPENING STOCK</b>	£	<input style="width: 95%;" type="text"/>	-
<b>GROSS PROFIT</b>	£	<input style="width: 95%;" type="text"/>	

**SECTION 5 – BUSINESS EXPENSES**

YOU MUST ONLY INCLUDE AMOUNTS THAT RELATE **SOLELY** TO THE BUSINESS

e.g. Telephone – you must apportion the total cost of calls between private and business use and only enter the amount for business use.

DRAWINGS (Cash or Stock) £

WAGES PAID OUT: TO SELF £

TO SPOUSE/ PARTNER £

TO OTHERS £

RENT (Business premises or proportion of your home rent attributed to business) £

BUSINESS RATES £

HEATING AND LIGHTING £

CLEANING £

TELEPHONE £

BUSINESS INSURANCE £

ADVERTISING £

PRINTING AND STATIONERY £

POSTAGE £

ACCOUNTANTS CHARGE £

BANK CHARGES £

INTEREST PAYMENTS ON BUSINESS LOAN £   
(Please enclose copy of loan agreement)

REPAIR/REPLACEMENT OF BUSINESS ASSET £   
(Do not include motoring)

Was this covered by insurance?

**YES/NO**

**LEASING CHARGES**

Please state what is leased:

BUSINESS ENTERTAINMENT £

BAD DEBTS £

Please give details:

**BUSINESS EXPENSES CONTINUED**

**OTHER EXPENSES**

£

Please give details:

**MOTORING EXPENSES**

CAR LEASE

£

ROAD TAX

£

PETROL/DIESEL

£

REPAIRS

£

INSURANCE

£

Who owns the vehicle(s)?

SELF/BUSINESS

If business, do you use other than for business?

YES/NO

**YOU MAY BE REQUIRED TO PROVIDE PROOF OF ANY EXPENSE ITEMS LISTED.  
THE HOUSING BENEFIT OFFICE WILL CONTACT YOU IF NECESSARY**

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:

**SECTION 6 – OTHER OUTGOINGS**

**NATIONAL INSURANCE**

Do you hold an exemption certificate?

YES/NO

If NO, please provide evidence of your contributions

£

Weekly/monthly/annually

**PERSONAL PENSION CONTRIBUTIONS**

Contribution to personal pension scheme

£

Weekly/monthly/annually

You must provide proof of the scheme to which you belong and of the payments made.

**SECTION 7 – 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, the Council may take action against me.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the Council, the Rent Officer, other Councils and Benefit Authorities.
- You may use any 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 organisations, if the law allows this.

**I know** I must let the Revenues and Benefit Section of the Council know, immediately in writing, about any changes in my circumstances, which might affect my claim. If I do not tell the Council about changes in my circumstances and too much benefit is paid, I will have to pay it back

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

Signature of person claiming

Date

Please return this form to:

**Revenues and Benefits Section, Surrey Heath Borough, Surrey Heath House,  
Knoll Road, Camberley, Surrey, GU15 3HD**