

Part 2 About the Business Income

Have you prepared accounts for the last financial year?
(Yes or No)

If yes, please return original set of accounts with this form and go to section 3

If no, please tell us why and
the date you expect to have
them

They will be available on

Part 3 Outgoings

National Insurance

Do you hold an exemption certificate? (Yes or No)

If no, please enter how much
and how often you pay

You must provide original evidence of these payments

Personal Pension Contribution

Contributions to a Pension Scheme

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

If you have not prepared your accounts, or have not been trading for a whole year, please complete section 4.

If you have prepared accounts please go to section 6 and read the declaration carefully before signing it.
Please enclose your prepared accounts.

Part 4 About income and expenses from self-employed work

If you have been working as a self-employed person for 6 complete calendar months or more please fill in the columns headed **Actual income** and **Actual expenses**. You must give the figures for the last 6 complete calendar months prior the date you have written on the front of this form.

If you have been working as a self-employed person for less than 6 complete calendar months please fill in the columns headed **Actual income** and **Actual expenses** for as many complete calendar months as you can before the date you have written on the front of this form. And also fill in the columns headed **Estimated income** and **Estimated expenses** as accurately as possible for as many months as necessary to make up to a 6 complete calendar month period.

If you have been working as a self-employed person for less than 1 complete calendar month please fill in the columns headed **Estimated income** and **Estimated expenses** as accurately as possible for the 6 complete calendar months from the first day of the month after you started work.

Give the total amount of expenses including both business and private use. But tell us the percentage of the expenses you estimate was for your own private use rather than for business use.

All income and expenses totals should **include** VAT.

For what date are you giving us details of your income and expenses?

Actual income and Actual expenses	from	<input type="text" value="/ /"/>	to	<input type="text" value="/ /"/>
Estimated income and Estimated expenses	from	<input type="text" value="/ /"/>	to	<input type="text" value="/ /"/>

In the 6 month period you are telling us about were there any periods when your business was unable to trade?

For example, because of illness or holidays

Yes or No

If Yes, please give dates and tell us why you were unable to work

From <input type="text" value="/ /"/>	To <input type="text" value="/ /"/>
--	--

Because of

From <input type="text" value="/ /"/>	To <input type="text" value="/ /"/>
--	--

Because of

From <input type="text" value="/ /"/>	To <input type="text" value="/ /"/>
--	--

Because of

Part 5 Income and Expenditure

Do you have audited accounts for the last 12 months? Yes or No

If **No**, please complete the following section and provide as much evidence as possible i.e. invoices, receipts etc.

If **Yes**, please provide 12 months accounts that are no more than 12 months old with this form. **GO TO PART 6.**

Income from self-employed work

Type of income	Actual income	Estimated income	For official use
Sales of goods and produce	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Payment for work done and money from clients and customers	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Tips and commissions	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Business Start-up Allowance or Enterprise Allowance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Rent income	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Goods taken from the business for your own use	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Subsidies	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Interest on investments	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Sale of business assets	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Other income - please give details			
Type of income	<input type="text"/>		
	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Type of income	<input type="text"/>		
	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

Part 5 Income and Expenditure – continued

Expenses from self-employed work

Type of expenditure	Actual expense	Estimated expense	Percentage for private use	For official use
Stock for resale	£	£	%	
Stock insurance	£	£	%	
Goods and materials	£	£	%	
Small tools and equipment	£	£	%	
Staff wages including NI contributions	£	£	%	
Partner's wages including NI contributions	£	£	%	
Accountancy and legal services	£	£	%	
Rent for business premises	£	£		
Mortgage interest for business premises	£	£		
Business rates	£	£		
Water rates	£	£		
Repairs, maintenance and cleaning	£	£		
Telephones	£	£	%	
Stationary, printing and post	£	£	%	
Other insurance do not include NI contributions	£	£	%	
Bank charges	£	£		
Loan repayments for replacement items only	£	£		
HP interest	£	£		
HP capital repayments for replacement items only	£	£		
Drawings	£	£		Carried forward

Part 5 Income and Expenditure – continued

Expenses from self-employed work - continued

Type of expenditure	Actual expense	Estimated expense	Percentage for private use	For official use
Other expenses please give details	£	£	%	
Type of expense				
	£	£	%	
Type of expense				
	£	£	%	
Type of expense				

Motor expenses

Car lease	£	£	%	
Road Tax	£	£	%	
Fuel	£	£	%	
Repairs	£	£	%	
Insurance	£	£	%	

Who owns the vehicle? **Work** or **self**

If work, do you use the vehicle for personal use **Yes** or **No**

You may have to provide proof of your expenses. We will contact you if necessary.

Are the trading figures for the next six months expected to be **similar** to those given above? **Yes** or **No**

If no, please explain the likely differences

Is your business registered for VAT? **Yes** or **No**

How much VAT have you paid to HM Customs and Excise £

How much VAT have you received from HM Customs and Excise £

Part 6 Declaration

Before you complete the declaration, go through this form and check that you have answered all the questions that you need to.

Check that you have written 'Yes' or 'No' in the relevant boxes and not just circled an answer

Check that you have written a number in each box where there is a pound sign (£) or written 'Nil'.

Check that you have included your accounts, if you have them.

Check that you have included your 'notice of coding' if you have it.

Your Declaration (Please delete as necessary)

- This is my/our claim for Housing Benefit/Council Tax Benefit.
- I/We declare that the information I/We have given on this form is correct and complete to the best of my/our knowledge.
- I/We authorise the Council to make any necessary enquires to verify the information on or provided with this form.
- I/We authorise the Council to cross check the information that I/We have given, with other sections within the Council, rent officer, other Councils and Benefit Authorities.
- I/We understand that if I/We give information that is incorrect or incomplete or fail to report any change which might effect my/our benefit in writing, I/We may be prosecuted.

Signature of person claiming

Date

/ /

Partner's Signature

Date

/ /

If this form has been filled in by someone other than person claiming.

Name of the person that completed the form

Signature of person

Date

/ /

Relationship to you