

Income from self employment

Please fill in this form to **provide information about your self employment** and send it to:

Benefits Service
Cotswold District Council
Trinity Road
Cirencester
Gloucestershire
GL7 1PX

Date:

Claim reference number:

Completing this form

This is the form to be used by a housing benefit and/or council tax support claimant to provide West Oxfordshire District Council's benefits section, with details of self-employed income where an audited statement of accounts for the last financial year.

- The person who is self-employed must complete this form.
- A separate self-employed pro-forma is required for each type of self-employed work.
- Please answer each question, otherwise the form will returned back to you. If a question does not apply to you, please write N/A through the question.
- Where a question does not provide enough space for your answer, continue your answer on a separate sheet of paper. Mark the sheet with your name and question number, and enclose all additional sheets with your completed form.
- Please return your completed form to us straight away.

If you have been self-employed for more than 12 months – you will need to provide details of your actual gross income and gross expenditure for 12 complete calendar months immediately proceeding the date your claim for Housing Benefit and/or Council Tax Support was made. *For example, if you were completing the form in November 2013, the 12 complete calendar months would be from 1 November 2012 to 31 October 2013.*

If you have been self-employed for less than 12 months – you will need to provide details of your actual gross income and gross expenditure for as many complete calendar months from the date the self-employed work commenced up until the date immediately preceding the date your claim for Housing Benefit and/or Council Tax Support was made. *For example, self-employment commenced on 21 January 2013 benefit claim made on the 3 September 2013, details of actual gross income and expenditure required from the 1 February to 31 August 2013 i.e. 7 complete calendar months.*

Where your self-employed work has just started, you will need to provide details of your gross income and gross expenditure for how many months you have been trading. *For example, self-employment commenced in the last 3 months, details gross income and expenditure required from the start date to the end of the initial 3 months i.e. 3 complete calendar months.*

If you have just commenced self employed work in the past few weeks please provide an estimate of what you think your gross income will be for the first 3 months. After which we will send another form for your actual figures.

You must be registered with HMRC before we can consider assessment of your self employed income and provide your reference number.

Your details	Please complete in capital letters
Name	
Home address and post code	
National insurance number	
Contact telephone number	
Email address	

Your self employment details	Please complete in capital letters	
Business name		
Business address and post code		
Business contact telephone number		
Is this self-employment, your only self-employment?	Yes	No
If no, please provide details of your other employment.		

Are you a sole trader?	Yes	No	
If no, please provide details of the partner(s) in the business and their share in the business.			
What type of work do you undertake? e.g. taxi driver, window cleaner, etc			
On what date did you self employment commence?			
How many hours, on average do you work each week?			
Do you receive any government business allowances or grants?	Yes	No	
If yes, please give details, e.g. types and amount of allowance			
Do you employ anybody?	Yes	No	
If yes, how many people?			
Does your partner work for you?	Yes	No	N/A
If yes, please provide details of the wages you pay them			
If your self-employment commenced less than 12 calendar months ago, do you expect or does the amount of money coming into your business change a great deal at different times of the year?	Yes	No	
If yes, please provide details			
Do you pay towards a personal work related pension?	Yes	No	
If yes, please provide details and also your most recent pension document showing how much you pay 'net' of any tax relief			
Do you use any part of your home solely for business?	Yes	No	
If yes, please provide details			

Self employed income details		
Are you giving us details of your actual or estimated gross income and expenditure?	Actual	Estimated
For exactly what period are you giving us details of your gross income and expenditure?	From:	To:

Please give below details of **gross Income and expenditure**. Where actual figures are given, you will need to provide us with documentary evidence to support your figures, for example, business bank/building society statements, receipts, etc., Where estimated figures are given, if appropriate, we may request you to provide us with original documentary evidence to support your figures. **Do not include any Tax Credits or other income not related to your self employed work.**

Gross income (Do not deduct drawings from this figure)	
Type of gross income	Gross income
Gross receipts i.e. money received from sale of goods, produce and work done including tips and commission.	£
Government allowances	£
Government grants	£
Subsidies	£
Interest from business investments	£
Goods from the business for your own use at cost price	£
Other	£
Other	£
Other	£
Total	£

Gross expenses

(Do not include any start up costs i.e. initial outlay for goods, transport, business expansion costs etc)

Type of expense	Gross expense	% Private use
Personal Drawings (as wage or personal use)	£	
Purchase of stock	£	
Stock insurance	£	
Goods and materials	£	
Rent (business related only not home)	£	
Business rates	£	
Fuel charges (business related not home)	£	
Water rates (business related not home)	£	
Mortgage interest (business related not home)	£	
Property insurance (business related not home)	£	
Other business insurance (not national ins)	£	
Repairs and maintenance (not vehicle)	£	
Protective clothing	£	
Legal services	£	
Accountancy	£	
Bank charges and interest	£	
Vehicle running expenses, i.e. fuel, etc.,	£	
Travel (from home to work is private use)	£	
Telephone rental and call charges - Mobile	£	
Telephone rental and call charges - Landline	£	
Stationery, printing and postage	£	
Advertising	£	
Staff wages (do not include partner's)	£	
Partner's wages	£	
Replacement of small tools	£	
Loan/HP repayments for replacement items	£	
Loan/HP interest for new/additional items	£	
Interest on business loans	£	
Other	£	
Other	£	
Other	£	
Other	£	
Other	£	
Other	£	
Other	£	
Other	£	
Total	£	

Declaration

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

I declare that the information I have given on this form is true and complete. This information together with the information on my claim form correctly represents my circumstances as they are at the present time.

I know I must let the council know about any changes in my circumstances.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I agree that you will use the information I have provided in connection with my claim for housing benefit and/or council tax support. You may check some of the information with other sources as allowed by law.

I understand that you may use any information I have provided in connection with my claim for housing benefit and/or council tax support with any other claim for social security benefits that I have made or may make. You may give some information to other organisations, as allowed by law.

Your signature..... Date.....

Name

The Council are the Data Controllers for the purposes of the Data Protection Legislation

We will only use your personal information in accordance with the Legislation and for the purposes of Revenues & Benefits. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.