PROFIT & LOSS
Self Employed earnings

For Housing and Council Tax Benefit purposes

South Norfolk COUNCIL

Name .....

Address: .....

.....

.....

.....

Claim number .....

Revenues and Support Services
Swan Lane
Long Stratton
Norwich
NR15 2XE
Tel: 01508 533633
Fax: 01508 533616

Please complete this statement of account in respect of the last 12 month's trading. If you have not been trading this long, enter figures for the whole period since your business started.

Nature of Business

Average weekly hours worked

Exact period covered: **From** / / **To** / /

INCOME

Sales (or Takings)	£
Enterprise allowance	£
Other Income of the business	£
GROSS INCOME	£

EXPENSES (only include amounts relating solely to business)

Purchase of stock/supplies		Advertising	
Wages paid to wife/husband		Printing & Stationery	
Wages paid to others		Postage	
Rent for business use		Telephone/Mobile	
Rates for business use		Insurance	
Heating for business use		Bank charges	
Lighting for business use		Interest on business loans	
Petrol		Repair/replacement Existing business assets	
Motor Insurance		VAT	
Car/Vehicle Tax		Bad debt for trading period	
Vehicle Repairs		Drawings	
Other expenses Please specify			
		GROSS EXPENSES	

Signature …… **date ……..**

Is it reasonable to assume that the trading figures for the next 3/6 months will be similar to those quoted over? **yes** **no**

My trading figures for the next 3/6 months will differ to those overleaf because:

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Do you hold a Class 2 NI exemption certificate? Yes No

If yes, please provide a copy

Please provide your latest Tax certificate

Signature …….. Date ……

Daytime Telephone Number .....