

# Housing Benefit and Council Tax Support Self-employed Income Form



If you want to claim Housing Benefit or Council Tax Support, fill in and return this form to tell us about any self-employment. Please be aware, if the company is a Limited Company and you are an employee, for example a director or secretary, you are employed and will need to provide pay slips or accounts showing directors remuneration.

## About you

First name:

Last name:

Daytime phone number:

E-mail address:

Address:

Postcode:

Reference number:

How many businesses are you involved in? Please fill in one of these forms for each business.

## About your business

What is the name and address of your business?

What type of business is it?

Please give a brief description of your normal daily work:

When did you start the business?

Average hours worked per week:

What is the start date of your current financial year?

Do you pay into a private pension scheme?

Yes

☐

No

☐

If 'Yes', how much, how often and provide evidence:

Is your business a partnership?

Yes

☐

No

☐

If 'Yes', how many partners are there?

And what percentage of the profit is yours?

Are the partners on the payroll of the business?

Yes

☐

No

☐

If 'Yes', how much do they get paid?

What are their names and addresses?

Do you have audited accounts?

Yes

☐

No

☐

If 'Yes': please enclose a copy of your latest profit and loss account. If you have an accountant, please give their name, address and telephone number:

You may now fill in the declaration on the back of this form and send it to us.

If 'No': If your business is a new business and you do not have a set of accounts prepared, or you do not need to use an accountant, please fill in the rest of this form. You may be asked to provide proof of any expenses you list. Any proof must be in a relevant order: date/invoice number/type of expense.

### Statement of account

If you have only just started trading, please supply **estimated** accounts for at least your first 3 months trading. You must provide actual accounts after you have worked thirteen weeks and then at twenty-six weeks.

Please give us details of your business income and outgoings for a period of trading. The period you tell us about must not cover more than one year.

### Income

This statement is for the period of trading:

to

Sales, takings and income from business activities only:	£
Commission, interest, etc:	£
Business loans and incentives:	£
Any other monies received (please add explanation):	£
Opening stock:	£
Stock purchased:	£
Closing stock:	£

## Outgoings

You may be asked to provide proof of any expenses you list. Any proof must be in a relevant order: date/invoice number/type of expense.

Please tell us about all your expenses during this period of trading:	Total spent	Amount for Non-business use?
Gross wages paid to yourself or drawings	£	£
Gross wages paid to your spouse or partner	£	£
Gross wages paid to others	£	£
Rent of business premises	£	£
Cleaning and maintenance of business premises (unless the responsibility of the landlord)	£	£
Mortgage interest on business premises	£	£
Accountancy charges	£	£
Advertising	£	£
Proven bad debts*	£	£
Debt recovery costs, bailiff/court fees	£	£
Business Rates	£	£
Water Rates	£	£
Business account bank charges	£	£
Business insurance (excluding vehicle insurance)	£	£
Heating and lighting (business only)	£	£
Interest payments on business loans/consumer credit charges	£	£
Vehicle expenses: fuel	£	£
Vehicle expenses: insurance,	£	£
Vehicle expenses: maintenance/repairs	£	£
Postage/delivery costs	£	£
Printing and stationery	£	£
Legal fees	£	£
Repair, replacement and maintenance of assets	£	£
Telephone	£	£
New equipment to improve or expand your business	£	£
VAT paid out	£	£
Medical expenses	£	£
Circuit/Licence fees (initial or renewals)	£	£
CRB check	£	£
Equipment rental	£	£
Subsistence	£	£
Depreciation	£	£
Business entertainment	£	£
Special clothing	£	£
Any other expenses (please list below)	£	£
_____	£	£
_____	£	£
_____	£	£
_____	£	£

\*Proven bad debts are money owed to you that have been written off for reasons such as insolvency or death.  
**Some items detailed above may be allowed by HMRC, but are not allowed for our purposes.**

## Declaration

I understand my assessment will be based on my latest accounts (or statement of account) and will be reassessed when the appropriate years accounts are available.

I understand I must provide my latest accounts as soon as they are available to me. If I do not have accounts prepared by an accountant I must provide an annual statement of account.

I will notify the council immediately if my income changes significantly from what I have declared on this form.

The information given on this form is true and complete to the best of my knowledge and belief. I authorise the council to make any enquiries needed to verify the information I have provided.

Signed:

Date:

## What we do with this information

To work out your earnings for your claim, we need to work out your profit before taxation.

Please note that private expenses cannot be included as a business expense. You cannot include losses that have or will be replaced from insurance claims. You cannot claim losses incurred as a result of expansion costs as an expense.

Some items of business expenditure are not allowed for our purposes, so the income we use to work out your award may be higher than that used by HM Revenue & Customs. You will be sent a breakdown detailing how we have worked out your income at the time that your award is calculated.

## Data Protection

The information contained on this form will be used by your Local Authority for the purposes indicated and will only be further used or transferred to other organisations or individuals as the law permits.

**Once you have filled in this form and signed the declaration please return it to your Local Authority:**

Canterbury City Council  
Benefits Service  
Military Road  
Canterbury, Kent  
CT1 1YW  
[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

Dover District Council  
Benefits Service  
White Cliffs Business Park  
Dover, Kent  
CT16 3PJ  
[www.dover.gov.uk](http://www.dover.gov.uk)

Thanet District Council  
Benefits Service  
PO Box 9, Cecil Street  
Margate, Kent  
CT9 1XZ  
[www.thanet.gov.uk](http://www.thanet.gov.uk)