Bracknell Forest Council

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HOUSING BENEFIT AND COUNCIL TAX BENEFIT

SELF-EMPLOYED EARNINGS INFORMATION

Please complete this form if you or your partner are self-employed.

If you are both self-employed (in different business) you should both complete a separate self-employed earnings information.

Please answer all questions on this form . Give as much information as you can about any money you have received and any money you have paid out because of your self-employed work.

If your business is a partnership please tell us about the partnership on this form. Do not fill in this form if you or your partner only work for an employer and do no self-employed work.

Section 1 ABOUT YOURSELF

SURNAME

FIRST NAME

ADDRESS

Section 2 ABOUT YOUR BUSINESS

NAME OF BUSINESS	
ADDRESS OF BUSINESS	
TYPE OF BUSINESS	
Which date did you start your self-employed work?	
How many hours do you work per week?	
What was the date the business commenced?	
For what period are you giving us details of your income and expenses?	**From:**
	To:
Is your business a partnership ?	**YES / NO**
If Yes, what percentage of the partnership do you have?	**%**

SECTION 3 ABOUT YOUR INCOME AND EXPENSES FROM SELF-EMPLOYMENT

YOU WILL BE REQUIRED TO PROVIDE PROOF OF ANY ACTUAL INCOME OR EXPENSES.

If you have been working as a self-employed person for **less than** ONE complete calendar month, please fill in the columns headed **Estimated income and expenses** as accurately as possible for the calendar month following the month that you started trading.

If you have been working as a self-employed person for **more than** ONE complete calendar month please fill in the columns headed **Actual Income and Actual Expenses.**

INCOME FROM YOUR SELF-EMPLOYED WORK

TYPE OF INCOME	ACTUAL INCOME	ESTIMATE INCOME
Sales of goods	£	£
Payment for work done and money from clients and customers	£	£
Tips and commission	£	£
Goods taken from business	£	£
Business Start-up Allowance or Enterprise Allowance	£	£
Interest on investments	£	£
Sale of Business assets	£	£
Other Income (please give details)	£	£
TOTAL	£	£

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

EXPENSES FROM YOUR SELF -EMPLOYED WORK

TYPE OF EXPENSE	ACTUAL EXPENSE	ESTIMATED EXPENSE	PERCENTAGE FOR BUSINESS
Goods and materials	£	£	%
Tools	£	£	%
Equipment	£	£	%
Vehicle expenses	£	£	%
Travel	£	£	%
Accountancy and legal	£	£	%
Telephone	£	£	%
Advertising	£	£	%
Business rates	£	£	%
Staff wages	£	£	%
Business Entertainment	£	£	%
Other type of expenses (please give details)	£	£	%
TOTAL			

MORE ABOUT YOUR SELF-EMPLOYED WORK

Does your business use any business premises or land other then your home?

_____

Does your business have any other business assets?_____

_____

Does your business have any other loans or financial obligations?

_____

_____

Is your Business registered for VAT?_____

_____

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

Section 4 DECLARATION

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

I understand that to give false information may lead to prosecution.

I authorise the council to verify any information given by me.

I undertake to notify <u>IN WRITING</u> any changes in my income IMMEDIATELY if such changes occur.

Signature of Applicant

Date