

Reference number

Housing and Council Tax Benefit

Self Employed Earnings Information

Your Surname _____

Other Name/s _____

Address _____

_____ Postcode _____

**You must complete each section in full or the form will be returned to you.
Please read the notes below before completing this form.**

You may be asked to supply proof of some or all of the information you have told us about on this form, even if you have audited accounts. This is because we have different rules and regulations than those used for Income Tax purposes. These include allowable expenses, *Tax and National Insurance Contributions (NIC's).

**We must use a notional figure for both tax and NIC's based on what we calculate your Gross Profit to be, regardless of what you actually pay.*

We can only use expenses which are 'wholly and exclusively' incurred in the running of the business.

If you are running your business from home, you will need to decide what percentage/amount of the expenses is for business use and what is for private use.

This includes:

- heating, lighting, hot water and power to operate machinery
- telephone, telex, fax charges and rentals
- transport costs for personal use of any business vehicle

Example:

Telephone – The total cost of the calls for the period covered is £126.50, you decide that the percentages of this charge is:- Business Use 40% and Private Use 60%. The amount we would use as a Business Expense would be £50.60.

This form should be returned to:
The Benefits Section
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN
Tel: 01480 388388
Email: benefit@huntingdonshire.gov.uk

SECTION 1

Name of business _____

Business Address _____

Postcode _____ Telephone _____ Mobile _____

Type of Business _____

Start Date of Business _____ Average number of hours worked per week _____

Is your business a partnership? Yes No

If yes, names of partner/s _____

What is their relationship to you _____ What % of the profit is yours? _____

Is this a Limited Company? Yes No

If yes, are you a Director Yes No

Do you receive a wage? Yes No

What percentage of the profit is yours? _____

Do you have any employees? Yes No

Do you use part of your home for business purposes? Yes No

If yes, give details: _____

Do you incur motoring expenses in the running of you business? Yes No

If yes, do you have use of another vehicle for your private/personal use? Yes No

SECTION 2

If you answer yes to any of the following please provide original documentation.

Do you have prepared accounts for the last financial year? Yes No

Do you have your latest Schedule D Assessment? Yes No

Do you hold a National Insurance Exemption Certificate? Yes No

SECTION 3

Period Covered From _____ To _____

This should be your last financial year OR if you have not been trading for a year it should be from the date your business started to now.

Sales/Takings/Income	£
Plus Single Regeneration Budget/New Deal 18-24 Self-employed Option/The Prince's Trust	£
Plus VAT Refunded	£
Plus Stock Held	£
Less VAT Paid Out	£
GROSS PROFIT	£

SECTION 4

EXPENSES Please read notes on front page before completing this section. These may not be allowable for benefit purposes.	Total £ for Period	£ or % Personal Use
Accountancy Charges		
Advertising		
Bank Charges		
Business Entertainment		
Business Insurance		
Carriage Charges for Delivering Goods		
Carriage Charges for Receiving Goods		
Cleaning e.g. premises		
Drawings e.g. money you take out for personal use		
Employers NIC's for employees		
Employers Pension Contributions		
Heat and light		
Interest on Business Loan		
Legal Fees		
Loan Repayments		
Miscellaneous e.g. staples, paperclips		
Motoring Expenses - Fuel		
Motoring Expenses - Insurance		
Motoring Expenses - Repairs / Cleaning		
Motoring Expenses - Road Tax		
Motoring Expenses Car Lease / Loan Interest		
Own Wages		
Pension Contributions - Self		
Pension Contributions - Employees		
Printing, Stationery & Postage		
Purchase of Stock		
Rates for Business Premises		
Rent for Business Premises		
Repairs not covered by Insurance		
Staff Wages		
Subscriptions to Professional & Trade Organisations		
Taxi Radio Hire		
Telephone Expenses		
Use of Home as Office		
Wages to Life Partner		
Other please specify		

SECTION 5

Over the next six months do you expect the trading figures of this business to be similar to those quoted?

Yes

No

If yes, please explain why (e.g. I have the maximum number of customers for the hours I work and I do not intend to increase my working hours)

If no, please explain why and when you expect the change to occur (e.g. I expect the change in 5 weeks because I have just received an order for 6 more chairs)

If you have been trading without profit please confirm if you plan to continue and if so when do you expect the business to make a profit

You may be asked for further information to clarify the above

SECTION 6

DECLARATION

Please read the declaration below very carefully before signing the form. I understand:

- If I give information that is incorrect or incomplete, the council may take legal action against me and will get back any benefit if I get paid too much.
- The council may use any information I have provided to process my claim for Housing/Council Tax Benefit. The Council may check some of the information with other sources within the council, rent offices, other councils and the Department for Work and Pensions.
- The council may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. The Council may give some information to other government organisations, if the law allows this.

I know I must tell the council in writing straight away about any changes in my circumstances that might affect my claim.

I declare the information I have given on this form is correct and complete. Where it has been completed by another person I have read it fully or the entries have been read back to me and I agree that the details are correct and complete. All the income, capital and bank accounts have been declared for all the adults that live at my address.

Signature of person claiming (This includes Power of Attorney and Appointees)

Date

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Telephone number (You do not have to give this but it may help to speed up the processing of your claim)

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Data Protection Policy – Privacy Disclaimer – Fair Processing Notice

The information collected by Huntingdonshire District Council on this form and from supporting evidence including when you email us, will be used to process your Housing and/or Council Tax Benefit claims. The information may be passed to The Department for Work and Pensions and the Inland Revenue as permitted by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from certain third parties, or give information to them to check accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include government departments and other councils. Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website www.huntingdonshire.gov.uk/privacy

If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.