



Finance and Corporate Resources

Self-employed certificate of earnings

You can complete this self-employed certificate of earnings for Housing Benefit and Council Tax Reduction in Adobe Acrobat, save it and upload with your application form. Alternatively, you can complete it and print it out, or print it and complete it by hand, using block capital letters. If you require help in completing the application form, please contact our call centre on 0303 123 1011 or email benefits@southlanarkshire.gov.uk.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

We will use the information you give us to administer Housing Benefit and Council Tax Reduction.

We ask for your email address and phone number(s) in case we need to contact you about your account.

Your rights

You have the right to ask us to:

- tell you that we are using your personal information about you, tell you what that information is and who we have shared it with. You can also ask for a copy of the information we have about you. This is called the right of access
- correct any wrong or misleading information personal information that we have about you. This is called the right to rectification
- stop using any of all of your personal information. This is called the right to object
- delete or destroy your personal information under certain circumstances. This is called the right to erasure
- stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction
- pass you personal information to someone else under certain circumstances. This is called the right to data portability

For more information on how we use and handle your information and rights and how to exercise them or how to make a complaint you can ask for a copy of the council's explanation from our Data Protection officer by emailing dp@southlanarkshire.gov.uk or see www.southlanarkshire.gov.uk/privacy

Failure to provide all relevant information may result in a delay in the progress of your application.

A notional amount of Income Tax and National Insurance will be used by us in the calculation of your net profit.

Period covered

Date from:

Date to:

Income

Sales/takings/income £

VAT refunded £

Single Regeneration Budget (SRB) £

Gross profit £

Expenses

Purchase of stock £

Total £

Wage Expenses

Wages paid to:

Self £

Spouse/partner £

Others £

Total £

Business premises expenses

Rent paid on business premises £

Business rates £

Heating and lighting on business premises £

Cleaning on business premises £

Total £

General business expenses

Telephone £

Is the telephone used for personal use as well as business (Yes/No)

If yes, what percentage of the use is personal

Insurance charges (business only) £

Advertising £

Printing and stationery £

Postage £

Accountants charges £

Bank charges (business only) £

Interest payments on business loans £

Repairs or replacement of business assets (do not include motoring) £

Were these covered by insurance (Yes/No)

Leasing charges £

Please state what is leased

Expenses incurred in pursuing proven bad debts £

Please provide details

Total £

Motoring expenses

Car lease £

Road tax £

Petrol/diesel £

Repairs £

Insurance £

Is the vehicle used for personal use as well as business (Yes/No)

If yes, what percentage of the use is personal

Total £

Other expenses

Include details of any other business expenses not covered already

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Total £

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