



Housing Benefit and Council Tax Reduction self employed earnings information

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Surname	<input type="text"/>		
Forename	<input type="text"/>		
Address (include flat no)	<input type="text"/>		
Post code	<input type="text"/>		

You can complete this Housing Benefit and Council Tax Reduction self employed earnings information form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to Benefits and Revenue Services, PO Box 3591, Glasgow G73 9ED.

We need more information about your income before we can work out your Housing Benefit and Council Tax Reduction.

Please read every question on this form and send us any proof we ask for. We cannot work out your benefit until we get this information so please complete and return this form straight away. If you need help in the completion of this form, please contact our Benefits and Council Tax Call Centre on telephone 0303 123 1011 where a member of staff will be happy to help.

Please note:

If you or your partner are company directors and are actively involved in the day to day running of the company there is no need to complete this form as we work out your income in a different way. Please contact your local benefits and revenue office immediately to tell them of this and they will let you know what to do next.

Q:1 About you

Your name	<input type="text"/>
Your address	<input type="text"/>

Q:2 About your business

Name of your business	<input type="text"/>
Type of business undertaken	<input type="text"/>
Business address	<input type="text"/>
Date business started	<input type="text"/>
Start date of your financial year	<input type="text"/>
Average number of hours worked by you	<input type="text"/>

Q:3 Business partnerships

Is your business a partnership? (please tick ✓)

yes no

If you have answered 'no', please go to section 4.

If you have answered 'yes', please detail below the name(s) of your business partner(s) and their percentage share of any profits or loss. If your husband or wife is a partner in the business you should include them and their share.

Name of business partner	Percentage share in profits

Please note:

You must supply your partnership agreement in support of the above details.

Q:4 Employees

Is your husband/wife/partner a paid employee of the business? (please tick ✓)

yes no

If you have answered 'yes' please detail their earnings below.

Name	Gross earnings	Payment frequency

If your husband/wife/partner is a paid employee of the business you must ensure that their wage details have also been completed in section 2 of the main Housing Benefit and Council Tax Reduction application form.

Do you employ anyone else in the business? (please tick ✓)

yes no

If you have answered 'no' please go to section 5.

If you have answered 'yes' please detail below the total gross wage bill that you are paying and the payment frequency (i.e. weekly, monthly etc.). Do not include any wage that you yourself are paid.

Number of employees	Gross wage (£)	Payment frequency

Q:5 Working from home

Do you use any part of your home for business purposes? (please tick ✓)

yes no

If you have answered 'no' please go to section 6.

If you have answered 'yes' please provide details below of the number of rooms etc. that you use for business purposes.

Q:6 Single Regeneration Budget (SRB)

Do you receive any payments from the Single Regeneration Budget or any other government business allowance scheme? (please tick ✓)

yes no

If you have answered 'no' please go to section 7.

If you have answered 'yes' please detail below the date these payments started, the amount and frequency of the payments (i.e. weekly, monthly etc.) and provide your award notification.

Date payments started	Amount (£)	Frequency

Q:7 Accounts

Do you have prepared accounts for the last financial year? (please tick ✓)
(or from the date you started trading if you have only recently started in business)

yes no

If you answered 'yes' please provide an original set of accounts with this form. **Go to the declaration on page 6 and return this form with all evidence required.**

If you have answered 'no' please state in the box below why not and when you expect to have prepared accounts.

I do not have prepared accounts because . . .
I expect to have them by . . .

In the absence of prepared accounts please use section 8 to detail your income and expenditure for the past year or from the date you started trading if you have only recently started in business.

Please note:

Your accounts are a record of your business income and expenditure and must be provided for your claim to be assessed. If you have only recently set up your business and do not yet have any such accounts you must provide an estimate of the income you expect to have. This may be in the form of a business plan that you have submitted to the bank or Building Society in securing funds to set up your business. If your business is already established but you do not have accounts you must provide all evidence you have of your business transactions using section 8 of this form.

Q:8 Income and expenditure

You only need to complete this section if you have not provided prepared accounts for the last financial year or you have not been trading for a full year.

Proof of income and expenditure should be supplied with this form. You may be asked to provide proof of any transaction that you declare.

If you are a childminder you only need to provide details of your income. No expenses details are needed. We will allow two thirds of your income as expenses.

Please state the exact period of time covered by these details (this should be your last financial year or if you have not been trading for a full year it should be from the date your business started until the current date.)

Period covered			
From		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? (please tick ✓)	yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/>
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 (please tick ✓)	yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/>
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? (please tick ✓)	yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/>
If 'yes' what percentage of the use is personal	
Total	

Other expenses Include details of any other business expenses not covered already	£
Total	

Income Tax and National Insurance

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

Your declaration

Please read this declaration carefully before you sign and date it.

I understand that:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit/Council Tax Reduction, Council Tax Discount, Education Benefit or all of these. You may check some of the information with other services as allowed by law.
- You 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. You may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that lend me money, as the law allows this.
- I know that I must let the council know about any changes in my circumstances, which might affect my claim.

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

Signature

Date

Contact details

If you have difficulty or need help completing the form, please contact our Benefits and Council Tax Call Centre on telephone **0303 123 1011**.

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**

Email: equalities@southlanarkshire.gov.uk

如果您需要本资料的其他语言版本或格式，请使用以下方式与我们取得联系，我们将尽可能满足您的要求。电话 **0303 123 1015**。

电子邮件：

equalities@southlanarkshire.gov.uk

अगर आपको यह जानकारी किसी अन्य भाषा या स्वरूप में चाहिए, तो इस बात पर चर्चा के लिए हमसे संपर्क करें कि हम आपकी ज़रूरतों कैसे सबसे अच्छे रूप में पूरा कर सकते हैं।

फ़ोन **0303 123 1015**

मेल: equalities@southlanarkshire.gov.uk

Jeśli potrzebują Państwo otrzymać niniejsze informacje w innej wersji językowej lub formacie, prosimy o skontaktowanie się z nami, aby omówić, jak możemy najlepiej spełnić Państwa potrzeby.

Numer telefonu: 0303 123 1015. E-mail:

equalities@southlanarkshire.gov.uk

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਤਾਂ ਜੋ ਅਸੀਂ ਤੁਹਾਡੀਆਂ ਲੋੜਾਂ ਪੂਰੀਆਂ ਕਰਨ ਦੇ ਸਭ ਤੋਂ ਚੰਗੇ ਤਰੀਕੇ ਬਾਰੇ ਗੱਲਬਾਤ ਕਰ ਸਕੀਏ। ਫੋਨ

0303 123 1015.

ਈਮੇਲ: equalities@southlanarkshire.gov.uk

اگر یہ معلومات آپ کو کسی دیگر زبان یا صورت میں مطلوب ہیں تو مہربانی فرما کر ہمارے ساتھ رابطہ کریں

کہ ہم اچھی طرح سے آپ کی ضروریات کیسے پوری کر سکتے ہیں۔ فون

0303 123 1015

ای میل: equalities@southlanarkshire.gov.uk

www.southlanarkshire.gov.uk