

## Housing Benefit and Council Tax Reduction Self-Employed Income

Please fill in this form if you, your partner or your non dependant have started working self-employed. **It is important that all sections are completed in full.**

Please complete separate forms for each business/person.

**1.Full name:**

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**2. Home address:**

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**3. Details about your business:**

Business name

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Type of business

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Date business started

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Business address

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Average number of hours worked each week	
Are you a director of the Business?	<b>Yes / No</b>
If yes, please give names of other directors	
Is your business a partnership?	<b>Yes / No</b>
If yes, what percentage of the business is yours?	%
If yes, please give names of other partners	
Is your partner part of the partnership of the business?	<b>Yes / No</b>
If yes, what percentage of the business is theirs?	%

Do you use part of your home for business purposes?	<b>Yes / No</b>
If yes, please give details:	

#### 4. Business income:

Please complete the section below with details of your self-employment from the start of your business to date.

Total sales/takings/income/commission/other		£
Business start-up/ Enterprise Allowance	Total amount	£
Self Employed Credits	Date started	
	Weekly amount	£
	Date ends	

#### 5. Business expenses:

Please state the outgoings of your business that you have paid to date. Don't include depreciation, business entertainment or money spent to set up or expand the business. If any of the expenses are for business and private use, show the total amount spent and the percentage of that amount that you estimate is for private use. **You may be asked for evidence of the expenses you list.**

Expenses	Total spent	Amount for private use
Accountant/legal fees	£	%
Advertising	£	%
Bank charges	£	%
Business Rates	£	%
Business insurance	£	%
Heating and lighting	£	%
Interest payments on business loan (provide agreement)	£	%
Leasing Charges	£	%
Materials/purchase of goods for resale	£	%
Motor expenses: fuel	£	%
Motor expenses: Insurance	£	%
Motor expenses: Road Tax		%

Motor expenses: repairs/renewals	£	%
Printing/postage/stationery	£	%
Rent/mortgage interest (business premises)	£	%
Repairs/maintenance/replacements (do not include motor expenses)	£	%
Telephone/internet	£	%
Wages/drawings paid to self	£	
Wages paid to partner	£	
Wages paid to employees (gross amount)	£	
Water Rates	£	%
Any other expenses- please identify		
	£	%
	£	%
	£	%
	£	%

## 6. Personal pension:

Do you pay into a personal pension scheme?

**Yes / No**

If yes, how much do you pay?  
(Provide evidence of this)

£            every

## 7. Future earnings:

What are you predicting your net income will be over next 3 months?

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What are you predicting your net income will be over next 6 months?

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What are you predicting your net income will be over next 12 months?

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**Please make sure you read the following declaration carefully before signing:**

**I declare** that the information I have given on this form is correct and complete.  
**I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.  
**I agree** that you will use the information I have provided to deal with my claim for Housing Benefit/Council Tax Reduction, or any other claim for social security benefits that I have made or may make. You may give some information to other sources such as government departments, local authorities and private-sector companies if the law allows this.  
**I know** that I must let the Council know, in writing, about any change in my circumstances, which may affect my claim, as soon as practically possible.

Signature: .....Date:.....

Email address: .....Telephone number .....