



Date of receipt

Housing benefit & Council tax support - self-employed income declaration

We need more information to work out how much housing benefit and council tax support we can pay. Please use this form to tell us about your income from self-employment

If you are a director of a limited company you should contact us before completing this form

Section 1

Your details

Your full name

National Insurance no.

Telephone no.

Your address

Post code

Section 2

About your business

Business name

Business address

Post code

What is the nature of your business?

When did the business start?

What is your HMRC (revenues and customs) registration number?

Has this business been registered as a limited company, through Companies House?

YES

NO

If "YES" you may not be classed as self-employed and should contact us directly to discuss your case

Do you own or operate more than one self-employed business?

YES

NO

If "YES" you will need to complete a separate form for each business you own/operate.

Is business co-owned by your spouse or cohabiting/civil partner?

YES

NO

What percentage do they own?

%

Is business co-owned by any other business partners?

YES

NO

What percentage do they own?

%

What percentage of the business do you own?

%

What percentage of the profit/loss belong to you (and your spouse)?

%

Please provide a copy of your partnership agreement, or the names and addresses of all of your partners on a separate sheet, you will need to specify what percentage of the business and profit is owned by each partner.

Section 2

About your business - continued

On average how many hours do you usually work each week?

Do you use part of your home for business purposes?

YES

NO

Is your spouse or cohabiting/civil partner employed by the business?

YES

NO

If "YES" what are their normal earnings/wages?

£

per

You/they will need to provide proof of any earnings they have received

Are any other people on the payroll of the business?

YES

NO

How many employees (excluding you) does the business currently employ?

What is the total wage bill (excluding you) for the business?

£

per

Section 3

Your accounts

Are the business accounts prepared by an accountant?

YES

NO

Have the accounts been audited?

YES

NO

Are the businesses' accounts for the last financial year available?

YES

NO

If "YES" please provide an original set of the accounts when returning this form

If "NO" please tell us why they are not available and the date you expect to be able to provide them;

If you are unable to provide your accounts because you have been trading for less than 12 months, or if you do not have an accountant, then please provide your trading figures to date in "Section 4"

Name of your accountant

Their address

Post code

Explanatory note: Section 4 Business income and expenditure

If you are providing your accounts for the last financial year you do not need to complete "section 4", please check through the form and proceed to "section 5" declaration and signatures.

- You should only complete "section 4" if;
- you are not providing your prepared accounts for the last financial year, or
- you have not yet been trading for a full year.

If you have been trading for a period of less than 6 months then we need to provide a forecast of what you estimate your income and expenditure will be for the next 3 months.

Section 4

Business income and expenditure

What period do the figures you are providing relate to?

From:

To:

This should be your last full 12 months, or if you have been trading for less than a year the exact date your business started until the current date.

Total Sales/ takings and income (including tips)

£

Total business start-up grant or enterprise allowance

£

Any VAT refund or rebates received

£

VAT paid out

£

Value of opening stock

£

Cost of stock purchases

£

Value of closing stock

£

Drawings (cash or stock)

£

Wages paid out

£

To self

£

To spouse or cohabiting/civil partner

£

To business partners

£

To other employees

Expense type

Total cost for the period

Percentage used for business

Non domestic business rates

£

%

Non domestic water rates

£

%

Rent for business

£

%

Heating and lighting

£

%

Cleaning

£

%

Telephone

£

%

Printing/ stationary/ postage

£

Leasing charges (non motor)

£

Please explain what this was for

Business insurance	£
Accountants charge	£
Bank charges (business accounts)	£
Interest payments on business loans	£
Advertising	£

Motor expenses

Total cost for the period

Percentage used for business

Vehicle lease	£	%
Road tax	£	%
Petrol/ diesel	£	%
Repairs	£	%
Insurance	£	%

Is the vehicle owned by the business? YES NO

Is the vehicle also used for private use? YES NO

Other expenses

Repair/replacement of business assets £

Was this covered by insurance? YES NO

Proven bad debts £

Other expenses - Type
(Please specify)

Total cost for the period

Percentage used for business

	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%

We will contact you and request any proof we require as evidence of any of the items of expenditure or income you have listed.

Is it reasonable to assume that your trading figures for the next 3 to 6 months will be similar to those you have provided in "Section 4"?

YES

NO

If "NO", please explain what you expect to change.

Section 5

Declaration and signatures

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

I the undersigned hereby agree that I have read and understood the following statements;

- The information I have provided on this form is to my knowledge complete and accurate
- If I provide information which is incorrect or incomplete, than action including prosecution maybe taken against me
- Shropshire council will use the information I have provided and assess my income in order to process my claim for housing benefit and/or council tax support
- Shropshire council may check this information against information already held by other sources within the council in order to prevent fraud
- Shropshire council may use any information I have provided in connection with this or any other claim for benefit, credit or tax credit that I have made or may make.
- Shropshire council may share my information with the HMRC, other government organisations and local authorities, if the law allows

IMPORTANT NOTE: You should make sure that you keep records and evidence of all income and expenditure in order to support this or any future review of your benefit entitlement.

I must notify Shropshire council immediately of any change to my circumstances which could affect my benefit claim. Failure to notify may result in my benefit being paid incorrectly, action to recover any over-payment of benefit may be taken against me including prosecution.

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

Signature

Name

Date