

Uttlesford District Council
Housing Benefit, Council Tax Benefit and Local Council
Tax Support (LCTS) Self-Employed Earnings Form



About filling in this form

To enable us to calculate your entitlement, please complete and return this form with any appropriate supporting evidence or proof of self employed earnings held. Preferably, please supply your previous year's accounts.

If you do not have prepared accounts please ensure you fill in the 'Income and Expenses details' in part two.

If your partner is also self-employed but in a different business they will need to fill in a separate earnings form.

Please note Company directors are not classed as self-employed.

Receipts alone will not be accepted. The onus is on you to produce a full year's profit and loss account or to complete this form in full. We cannot perform the accountancy duties normally expected of a self employed person.

Please use **black ink** to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it.

Official Use Only
Receipt Date

Please give the reference number (if known).

Claim Reference

--

Help with this form

If you need help filling in this form, call in at our offices in Saffron Walden, Great Dunmow or Thaxted or phone the Benefits team on 01799 510335.

You can also email benefits@uttlesford.gov.uk or you can ask for help at the Citizens Advice Bureau.

If you are posting this form, please send it to:

Benefit Section
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex CB11 4ER

If you require this form in an alternative format/language please contact us on 01799 510510.

PLEASE REMEMBER: TO SIGN AND DATE THE DECLARATION.
YOUR INFORMATION AND PROOF MUST BE CORRECT AND COMPLETE.

This form is only for Self-employed people

Fill our separate claim form if you are not already claiming Housing Benefit or LCTS

Why is this information needed?

As you are self-employed, we need to ask you more questions about your business so we can work out your benefit. Please fill in this form to help us work out your earnings.

If you have not been trading for a full year, please give us the information for the time since you started your business up to now.

How will you work out my earnings?

To work out your weekly earnings we first need to work out your business profit before taxation. We will take away some amounts you have had to spend to run your business. We do not take away any personal or household expenses or savings. We also do not take away the cost of buying or improving fixed assets in the business.

We will then work out your weekly income based on this and take away Income Tax, National Insurance and 50% of any private pension contributions that you pay. This will give us your net profit. To calculate your weekly entitlement we will also include any other income as well as your net profit described above. We work differently to the tax office so cannot accept your tax return.

Restricted

Part A: Your Details

Mr/Mrs/Ms First Name:

Surname:

Address:

Telephone Number:

Email address:

Part 1 - About being self-employed

What kind of work do you do?

How many hours a week do you work?

When did the business start?

 / /

What is the business address and postcode?

Are you registered as self-employed with HM Revenues and Customs? Yes No

If yes please confirm your unique taxpayer reference number

If no please state why not

Do you have any other business partners? Yes No

If 'Yes', please tell us their names

What is their address and postcode?

What percentage of the share in the business is theirs?

 %

Is your wife, husband, partner or civil partner on the business payroll? Yes No

If 'Yes', what are his/her earnings?

 £ Every

Do you have any prepared accounts (audited or otherwise) for the last financial year? If 'Yes', please return them with this form.

 Yes No

If 'No', when do you expect to have them?

 / /

Do you work as a subcontractor? If 'Yes', please provide wage slips.

 Yes No

Do you work as a childminder?

 Yes No

If 'Yes', you only need to provide details of your income

Do you or your partner get payments from the Single Regeneration Budget?

 Yes No

If 'Yes', please tell us how much and how often. Please provide proof.

 £ Every

Restricted

Part 2 - Income and expenses details

If you do not have any prepared accounts you must fill in this section declaring all your income and expenses.

Please tell us the exact period they cover
(minimum 3 months or maximum 1 year)

From / / To / /

Income Sales (or takings) £ VAT refunded £

Any other income (please give details)

Gross Income £

Expenses	Total amount	Amounts applicable to business use only	Amounts applicable to private use only
Buying stock and supplies	£	£	£
Wages - paid to you	£	£	£
Wages - paid to husband or wife	£	£	£
Wages - paid to others	£	£	£
Rent	£	£	£
Accountancy	£	£	£
Heating and Lighting	£	£	£
Advertising	£	£	£
Printing and Stationery	£	£	£
Postage carriage and delivery	£	£	£
Phone	£	£	£
Insurance (not car)	£	£	£
Bank charges	£	£	£
Interest on business loans	£	£	£

What is the purpose of the loans?

Motoring expenses

Who owns the vehicle(s)?		Self/Business	
If business do you also use the vehicle for personal use Yes/No			
Car lease	£	Road tax	£
Petrol / Diesel	£	Personal use %	Business Use %
Repairs	£	Insurance	£
Other (please specify)	£		

Other business expenses (please give details) continue on a separate sheet if necessary

	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£

Gross expenses £ £ £

Withdrawals (cash or stock) you have made £ £ £

Restricted

We may need proof of any expenses shown. We will contact you if necessary.

Is it reasonable to assume that the trading figures for the next three to six months will be similar to those shown above?

Yes

No

If 'No', please explain the likely difference?

Part 3 - Other outgoings

National Insurance

National Insurance - do you or your partner hold an exemption certificate?

Yes

No

If No please provide evidence of your contributions

£ Weekly/monthly/yearly

Other details

Personal Pension Contributions

Do you or your partner contribute to personal Pension Scheme?

Yes

No

If yes how much and how often

£ Weekly/monthly/yearly

Other details

You must send proof of the scheme to which you belong and of the payment made.

If you have your latest Schedule D Tax assessment, please return it with this form.

If you do not - state why, and the date you expect to receive it:

/ /

Fair Processing Statement:

- Information you submit, or have submitted, in all correspondence to the council will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation.
- The council will use the information you provide or provided for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information, both across council departments and with other government organisations.
- If you give or gave information that is incorrect or incomplete, the council may take action against you.

Part 4 - Declaration

Please read this declaration carefully before you sign and date it. I understand the following.

- If I give incorrect or incomplete information, you may take action against me and may prosecute me.
- You will use the information in connection with my claims for Housing Benefit, LCTS, Discretionary Housing Payments, Exceptional Hardship Payments and other social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.
- I authorise the Council to make any necessary enquiries to verify the information on this form.

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

Your signature

Date

/ /

Revised: March 2013