

We need information about your self-employed work and income from it to work out your Housing Benefit and/or Council Tax Support

- Please complete this form in black ink.
- Only declare expenses solely incurred through your business. Please do not declare any personal expenses on this form. For example, fuel for personal use or the personal part of any household bills.
- If you have prepared accounts for the last financial year (audited or otherwise) please provide these instead of filling in this form unless they would not reflect your current income.
- If you have been self-employed for less than 3 months, please complete this form with your estimated gross income and estimated expenses as accurately as possible. We will contact you to review this once you have been trading for over 3 months.
- You will need to complete a different form for each self-employment. If both you and your partner are self-employed, you will both need to complete a form or supply accounts.

## PART 1 - About you

Title:

First names:

Last name:

Address:

Postcode:

National Insurance number:

Date of birth:

Email address:

Telephone number:

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Date issued:

Initials:

Claim number:

## PART 2 - About your self-employed work

I trade as a: Sole trader  Limited company  Partnership  If Partnership, give name of each partner and their share in the business.

Name	Share
	%
	%
	%
	%

Are you a Director of the company? No

Yes

If Yes, please tell us about any dividends or director's pay you receive at PART 6 and provide proof.

What type of self-employed work do you do?

Please state the average number of hours you work per week:

Name of the business:

Address of the business / self-employment:

Business telephone number:

Start date of self-employment:

Has your self-employed business changed in the last 12 months?

For example, has a new business partner recently joined or left the business, have you employed more or fewer people, or has the type of self-employed work or the hours you work changed?

No

Yes  If Yes, when did the change happen?

Please give details of the change:

## PART 3 - About your self-employed income

We need to know the period that the figures you are supplying cover. This should be your last financial year where possible. If you have been trading for less than a year, these dates should be from the date your business started up to the current date.

Please state period covered:  to

Are you providing actual or estimated figures? Please tick: Actual  Estimated

Sales / Takings / Income:

Business Start-up Allowance or Enterprise Allowance: +

Other income, for example VAT refund: +

Please state what this is:

Purchases or cost of sales: -

(This is what you have paid or will pay for the goods you sell, if applicable. Do not enter your expenses here. These should be entered at PART 4.)

Less VAT paid out: -

Total Gross Profit:

## PART 4 - Expenses from your self-employed work

Please give details of all expenses relevant to your self-employment. Where there is a personal element to the expense please do not include the personal amount. For example, if you use your car for private and business purposes, please only tell us here about the fuel, insurance and other costs relevant to your business use and only the amount for the period stated.

If you are VAT registered all expense totals should include VAT.

Type of expense	Amount £
Equipment	
Accountancy	
Stationery, printing and postage	
Vehicle running expenses including fuel, road tax, insurance, repairs and cleaning (business use only)	
Rent for business premises (not rent for the place where you live)	

Type of expense	Amount £
Mortgage interest for business premises (not total repayment amount)	
Water rates for business premises	
Telephones (rentals and calls for business use only)	
Bank charges	
Business entertainment	

## PART 4 - Expenses from your self-employed work contd

Type of expense	Amount £
Interest on business loans	
Stock insurance	
Replacement small tools	
Legal services	
Other travel	
Advertising	
Business rates	
Property insurance for business premises	

Type of expense	Amount £
Gas, electricity and other fuel for business use only (not vehicle costs)	
Repairs, maintenance and cleaning (not vehicle)	
Loan or HP repayments for replacement items only	
Loan or HP interest for new or additional items only	
Other expenses (please give details, date and amount)	
Date:	

Wages paid to self:

Wages paid to partner (not if business partner):

Wages paid to others - please give details and amount:

Name	Address	Amount paid	Hours worked

## PART 5 - More about your self-employed work

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

Yes

No

If No, please explain why:

Do you contribute towards a private pension?

No

Yes

If Yes, please give details and provide evidence of the amount:

Name of pension company

Private pension amount paid:

£

How often ?

When did you start paying into a pension scheme?

Do you hold a National Insurance exemption certificate?

No

Yes

If Yes, please let us see it. Is it:  enclosed?  to follow?

Do you pay Class 2 National Insurance contributions?

No

Yes

If Yes, how much do you pay and how often?

£  per

Do you have a bank or building society account you use for the business or self-employed work?

No

Yes

If Yes, who is it with?

Whose name is the account in?

Sort code:

--	--	--	--	--	--	--

Account number

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What is the balance in the account? (Please give date.)

£  as at

We need to see the last three months' statements.

Are they:  enclosed?  to follow?

## PART 5 - More about your self-employed work contd

Are you receiving any business grants or subsidies?

No

Yes

If Yes, who is the grant from?

How much is the grant?

£  every

We need to see proof such as a letter from the payer.

Is this:  enclosed?  to follow?

When will the grant end?

Have there been any periods in the last 12 months where you have been unable to work and your business was unable to trade?

No

Yes

If Yes, tell us about them here:

Dates		Why were you unable to trade?
From	To	

## PART 6 - Additional information

Please use this box to tell us about anything else you think we may need to know about your self-employment.

## PART 7 - Declaration

I understand the following:

- If I give information that is incorrect or incomplete, action may be taken against me.
- You will use the information I have provided to process my claim for Housing Benefit and my application for Council Tax Support, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- 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 government organisations, if the law allows this.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I **know** I must let the Council know about any changes in my circumstances which might affect my claim or application.

I **declare** that the information I have given on this form is true, up to date and complete.

I **understand** that my information will be processed in accordance with the law, in particular the Data Protection Act 1998 and that the information I have provided will only be used for Council purposes unless there is a legal authority to do otherwise.

Your signature:

Date:

Please return along with any necessary proofs to:

**Email:** benefits@e-lindsey.gov.uk

**Post:** PO BOX 26, Horncastle, Lincolnshire, LN9 9BG

For enquiries:

**Tel:** 01507 601111

**Web:** www.e-lindsey.gov.uk

**If you suspect anyone of fraud, please telephone our 24 HOUR FREEPHONE hotline 0800 002 008**

Any information you provide in response to this correspondence will be processed by Public Sector Partnership Services Ltd on behalf of the data controller, East Lindsey District Council.

We have a legal responsibility to administer claims for Housing Benefit and Council Tax Support, and this forms our legal basis for processing your information. We may also share this information with other public bodies responsible for auditing or administering public funds, and with other suppliers we commission to support us with our duties.

Please refer to our website [www.e-lindsey.gov.uk/article/8600/HB-CTS-Privacy-Notice](http://www.e-lindsey.gov.uk/article/8600/HB-CTS-Privacy-Notice) for more information relating to how your information is processed and your rights as a data subject.



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