

Housing Benefit and Council Tax Support Self-employment income and expenses

Claim reference:

Please fill in this form if you have not sent recent business accounts with your claim form.
The self-employed person must fill in this form.

Warning: If you provide false statements, information or documents at the time of, or in support of, your claim, or continue to receive benefits when you knowingly fail to inform the Council of any relevant change in circumstances which occurs after the claim was made, you will be liable to criminal prosecution under the Fraud Act 2006 and the Social Security Administration Act 1992 (As amended).

1. Questions about you

Surname

First names (in full)

Title (Mr/Mrs/Miss/Ms)

Date of birth

 / /

National Insurance no.

First names (in full)

Address

Postcode

Telephone number

email address

2. Questions about your job

2.1 What is your job title?

2.2 When did you start this job? / /

2.3 Do you receive any payments under any scheme to help set up a business? Yes No

If yes, please give details.

2.4 Please tell us what days of the week you work with the approximate times.

E.g. Friday 2pm to 2am

Monday	<input type="text"/>	to	<input type="text"/>
Tuesday	<input type="text"/>	to	<input type="text"/>
Wednesday	<input type="text"/>	to	<input type="text"/>
Thursday	<input type="text"/>	to	<input type="text"/>
Friday	<input type="text"/>	to	<input type="text"/>
Saturday	<input type="text"/>	to	<input type="text"/>
Sunday	<input type="text"/>	to	<input type="text"/>

2.5 Will the money coming into the business change a lot at different times of the year? Yes No

If yes, please give details.

2.6 Are you a sole trader? Yes No

2.7 How many people work for you?

2.8 Do you pay your partner? Yes No

By partner we mean someone with whom you live as a couple.

2.9 Does your business use any buildings or land other than your home?

Yes No

If yes, please give details.

2.10 Does your business use any vehicles, plant or machinery or other equipment?

Yes No

If yes, please give details.

3. Questions about your business income for the last 12 months

Type of income received	Amount received
The sale of goods, produce and work done	£ <input type="text"/>
Tips and gratuities	£ <input type="text"/>
Start-up allowances	£ <input type="text"/>
Advertising / sponsorship	£ <input type="text"/>
Rent received	£ <input type="text"/>
Subsidies	£ <input type="text"/>
Interest from investments	£ <input type="text"/>
Other income	£ <input type="text"/>

Warning: If you fail to declare all of your business income, you may have to pay back some, or all, of the benefit later and you may be prosecuted.

4. Questions about your business expenses for the last 12 months

Type of expense	Amount	% for private use
Purchase of stock for resale	£ <input type="text"/>	<input type="text"/> %
Stock insurance	£ <input type="text"/>	<input type="text"/> %
Goods and materials	£ <input type="text"/>	<input type="text"/> %
Replacement small tools	£ <input type="text"/>	<input type="text"/> %
Travel (excluding home to work)	£ <input type="text"/>	<input type="text"/> %
Accountancy	£ <input type="text"/>	<input type="text"/> %
Legal services	£ <input type="text"/>	<input type="text"/> %
Vehicle maintenance	£ <input type="text"/>	<input type="text"/> %
Fuel	£ <input type="text"/>	<input type="text"/> %
Business rent	£ <input type="text"/>	<input type="text"/> %
Business rates	£ <input type="text"/>	<input type="text"/> %
Mortgage interest	£ <input type="text"/>	<input type="text"/> %
Property insurance	£ <input type="text"/>	<input type="text"/> %
Gas and electricity	£ <input type="text"/>	<input type="text"/> %
Non-vehicle repairs and running costs	£ <input type="text"/>	<input type="text"/> %
Telephone rental and calls	£ <input type="text"/>	<input type="text"/> %
Stationery, printing and post	£ <input type="text"/>	<input type="text"/> %
Staff wages (Including National Insurance)	£ <input type="text"/>	<input type="text"/> %
Advertising	£ <input type="text"/>	<input type="text"/> %
Partner's wages (not business partner)	£ <input type="text"/>	<input type="text"/> %
Professional subscriptions	£ <input type="text"/>	<input type="text"/> %
Work clothes	£ <input type="text"/>	<input type="text"/> %
Other business insurance	£ <input type="text"/>	<input type="text"/> %

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Type of expense	Amount	% for private use
Bank charges	£ <input type="text"/>	<input type="text"/> %
Loan or HP repayments for <i>replacement</i> items	£ <input type="text"/>	<input type="text"/> %
Loan or HP repayments for <i>additional</i> items	£ <input type="text"/>	<input type="text"/> %
Interest on business loans	£ <input type="text"/>	<input type="text"/> %
Drawings	£ <input type="text"/>	<input type="text"/> %
Depreciation	£ <input type="text"/>	<input type="text"/> %

5. Declaration

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

I understand the following:

If I give information that is incorrect or incomplete, you may take action against me.

You will use the information I have provided to process my claim for housing benefit or 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.

Where estimated figures have been given: The information I have supplied in Sections 1 & 2 is accurate and complete. The information I have given in Sections 3 & 4 is my estimate of my potential income.

Where actual trading figures have been given: The information I have given in all sections is accurate and complete.

I know 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.

Name _____ Signature _____ Date ____ / ____ / ____

Once you have completed this form, please return to:

**Benefits sections, Rushmoor Borough Council,
Council Offices, Farnborough Road,
Farnborough, Hants, GU14 7JU**