

## HOUSING BENEFIT & COUNCIL TAX REDUCTION

## SELF EMPLOYED EARNINGS INFORMATION SHEET

### Section 1-About yourself

Title		Last name		Other names	
Address					
		Postcode			
Telephone			Mobile		

### Section 2 - About your business

Name of business			
Business Address			
	Post code		
Type of business			
Date business commenced		Start date of current financial year	
Average number of hours worked per week			
Is your business a partnership?			YES/NO *
If yes, what percentage of the total profit/loss is yours? (Please provide partnership agreement)			%
Is your husband/wife a partner in the business?			YES/NO*
If yes, what percentage of the profit/loss is theirs?			%
Is your husband/wife on the payroll of the business?			YES/NO*
If yes, what are his/her earnings?			£ every
Are there any other people on the payroll of the business?			YES/NO*
Do you use part of your own home for business purposes? If yes give details:			YES/NO*

### Section 3 - About the business income

Do you have any prepared accounts (audited or otherwise) for the last financial year?	YES/NO*
If <b>YES</b> , return an original set of the accounts with this form - go to <b>SECTION 5</b> If <b>NO</b> , state reason why and the date you expect to have them	
If you do not have any prepared accounts or if you have not been trading for a full year , please complete <b>SECTION 4</b>	

\*delete as appropriate

Do you have your latest Schedule D Tax Assessment? If <b>YES</b> , return it with this form / If <b>NO</b> , state reason why and the date you expect to receive it	<b>YES/NO*</b>

### Section 4 - Income and Expenditure

COMPLETE THIS SECTION ONLY IF YOU DO NOT HAVE ANY PREPARED ACCOUNTS FOR THE LAST FINANCIAL YEAR OR IF YOU HAVE NOT BEEN TRADING FOR A FULL YEAR.

<b>State exact period covered</b>	<b>From</b>	<b>To</b>
-----------------------------------	-------------	-----------

This should be your last financial year OR if you have not been trading for a year it should be the date your business started until current date.

<b>SALES/TAKINGS/INCOME</b>	£
<b>Plus VAT REFUNDED</b>	£
<b>Plus TRAINING ALLOWANCE</b>	£
<b>Plus CLOSING STOCK</b>	£
<b>Less COST OF SALES (Purchases)</b>	£
<b>Less VAT PAID OUT</b>	£
<b>Less OPENING STOCK</b>	£
<b>GROSS PROFIT</b>	£

#### EXPENSES

YOU MUST ONLY INCLUDE AMOUNTS THAT RELATE SOLELY TO THE BUSINESS E.g. Telephone - if calls are made you must apportion the total cost in accordance with the amount of private use and enter the amount for business use only.

<b>DRAWINGS (Cash or Stock)</b>	£	
<b>WAGES PAID OUT:</b>	<b>TO SELF</b>	£
	<b>TO SPOUSE/PARTNER</b>	£
	<b>TO OTHERS</b>	£
<b>RENT</b>	£	
<b>HEATING AND LIGHTING</b>	£	
<b>TELEPHONE</b>	£	
<b>If using home as your business premises please indicate the % of your home rent ,fuel and telephone bills attributed to the business)</b>	%	
<b>CLEANING</b>	£	
<b>BUSINESS INSURANCE</b>	£	
<b>ADVERTISING</b>	£	
<b>PRINTING AND STATIONERY</b>	£	
<b>POSTAGE</b>	£	
<b>ACCOUNTANTS CHARGE</b>	£	
<b>BANK CHARGES</b>	£	
<b>INTEREST PAYMENTS ON BUSINESS LOAN (Please enclose copy of loan agreement)</b>	£	
<b>REPAIR/REPLACEMENT OF BUSINESS ASSET (Do not include motoring)</b>	£	
<b>- Was this covered by insurance?</b>	<b>YES/NO*</b>	
<b>LEASING CHARGES</b>	£	

**If Yes please give details**

\*delete as appropriate

<b>BUSINESS ENTERTAINMENT</b>	£
<b>BAD DEBTS</b>	£
<b>- Please give details:</b>	
<b>OTHER EXPENSES</b>	£
<b>- Please give details:</b>	
<b>MOTORING EXPENSES</b>	
<b>CAR LEASE</b>	£
<b>ROAD TAX</b>	£
<b>PETROL/DIESEL</b>	£
<b>REPAIRS</b>	£
<b>INSURANCE</b>	£
<b>Do you use your vehicle other than for business e.g. personal use?</b>	<b>YES/NO*</b>
<b>If so please indicate the % attributed to business use?</b>	<b>%</b>
<b>YOU MAY BE REQUIRED TO PROVIDE PROOF OF ANY EXPENSE ITEMS LISTED. THE HOUSING BENEFIT OFFICE WILL CONTACT YOU IF NECESSARY</b>	
<b>Is it reasonable to assume that the trading figures for the next six months will be similar to those given above?</b>	<b>YES/NO*</b>
<b>If no please explain the likely differences:</b>	
<b>Section 5 - Other outgoings</b>	
<b>NATIONAL INSURANCE</b>	£
<b>- Do you hold an exemption certificate?</b>	<b>YES/NO*</b>
<b>If NO, please provide evidence of your contributions</b>	£
	Weekly/monthly/ annually*
<b>Contribution to personal pension scheme</b>	£
	Weekly/monthly/ Annually*
<b>You must provide proof of the scheme to which you belong and of the payments made.</b>	
<b>Is there any other information you wish to tell us?</b>	

\*delete as appropriate

## Section 6 – 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 Reduction, 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.

**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.

**Signature of person claiming**

**Date**

Please return this form to;

**The Shared Benefits Service  
Finance Department  
Torfaen County Borough Council  
Level 3, Civic Centre  
Pontypool  
Torfaen N P4 6YB**

Alternatively it can be handed into one of our one of our Customer Centres in Torfaen ( located in Pontypool, Blaenavon and Cwmbran) or One Stop Shops in Monmouthshire ( located in Abergavenny, Monmouth, Chepstow or Caldicot)

**For further information**

**TORFAEN RESIDENTS**

should contact

**TELEPHONE:01495 766430 or 01495  
766570**

**E-MAIL:**

**[benefits@torfaen.gov.uk](mailto:benefits@torfaen.gov.uk)**

**MONMOUTHSHIRE RESIDENTS**

should contact

**TELEPHONE:01633 644650 or 01633  
644655**

**E-MAIL:**

**[benefits@monmouthshire.gov.uk](mailto:benefits@monmouthshire.gov.uk)**