

Council Benefits – Self Employed Earnings

Use this form to provide details of your self-employed earnings

Thank you for your claim for Housing Benefit/ Council Tax Support. So that the Council can work out your correct amount of Housing Benefit/ Council Tax Support, please complete this form using **BLACK INK** and return without delay to the address given at the end of this form.

Office use only

BFIR_SEM

Reference number

1. About yourself

You	Title	First Names	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Your home address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Your home telephone number	<input type="text"/>		

2. About your Business

Do you have a separate business address? Yes (give details below) No

Name and address of your business

Your business telephone number

What is the nature of your business?

Do you have a partner in the business? If yes, we will need to see your partnership agreement. Yes No

If you don't have an agreement, how do you split the profits? (e.g. 50/50)

What date did your business start trading?

What date does your financial year start?

How many hours per week do you work, on average?

What are your normal hours of work? (e.g. 9am – 5pm)

3. About your Business Records

Do you employ an accountant? Yes No

If yes, what is your accountant's name, address and telephone number?

Have you prepared accounts for the last financial year? Yes No

If you have answered 'Yes', please send these in with this form **(we cannot accept photocopies)**.

If you don't have any prepared accounts please say when you expect that these will be available

Why are your accounts not available now?

3. About your Business Records (continued)

Do you have your latest tax assessment from the Tax Office? Yes No

If you have answered 'Yes', please send these in with this form (we cannot accept photocopies)

If 'No', please say when you expect this will be available

4. About your Business Income

ONLY COMPLETE SECTIONS 4, 5 & 6 IF YOU ARE UNABLE TO PROVIDE TRADING ACCOUNTS FOR THE LAST FINANCIAL YEAR

Business Period From To

This should be your last financial year or, if you have been trading for less than a year, you should enter a business period from the date you started trading to the current date.

Please provide the following details for the above business period:

Total income to your business from trading/sales/services provided £ :

VAT refunded £ :

VAT paid £ :

Government Training Allowance (if applicable) £ :

Period Training Allowance awarded From To

GROSS PROFIT £ :

5. National Insurance and Pension Details

Do you have a national insurance exemption certificate? Yes No

Do you pay towards a Private Pension Scheme? Yes No

If Yes, please give the amount and frequency Amount £ : Frequency

We need to see proof of any contributions to a private pension scheme. Please provide documents from your pension provider. (We cannot accept photocopies).

7. Declaration and other information

Is it reasonable for the Council to assume that the business trading figures for the next 6 months will be similar to the figures you have declared on this form?

Yes

No

If no, please state why.

Please read the following declaration carefully and then sign and date the form in the space provided

1. I declare that to the best of my knowledge, the information I have given is true and complete.
2. I understand that to give false information may lead to prosecution.
3. I authorise the Council to check any information given by me should they think it necessary.
4. I will let the Council know straight away, in writing, if there are any changes in my circumstances, so that my benefit can be worked out again.

Signed

Date

Please use the space below to provide any other information.

Please scan and email this form to: housingbenefit@hounslow.gov.uk