

**Bracknell Forest Council**

**HOUSING BENEFIT AND COUNCIL TAX SUPPORT**

**SELF-EMPLOYED EARNINGS INFORMATION**

**Please complete this form if you or your partner is self-employed.**

**If you are both self-employed (in different business) you should both complete separate self-employed earnings information.**

Please answer all questions on this form giving as much information as you can about any money you have received and any money you have paid out because of your self-employed work. If your business is a partnership please tell us about the partnership on this form. Do not fill in this form if you or your partner only works for an employer and do no self-employed work.

**Section 1** **ABOUT YOURSELF**

|  |  |
| --- | --- |
| **CLAIM NUMBER** |  |

|  |  |
| --- | --- |
| **SURNAME** |  |
|  |  |
| **FIRST NAME** |  |
|  |  |
| **ADDRESS** |  |

**Section 2** **ABOUT YOUR BUSINESS**

|  |  |
| --- | --- |
| **NAME OF BUSINESS** |  |
|  |  |
| **ADDRESS OF BUSINESS**  **(IF DIFFERENT FROM HOME ADDRESS)** |  |
|  |  |
| **TYPE OF BUSINESS** |  |

|  |  |
| --- | --- |
| **Which date did you start working as self-employed?** |  |
|  |  |
| **What date did the business commenced?** |  |
|  |  |
| **How many hours per week do you work?** |  |
|  |  |
| **For what period are you giving us details of your income and expenses?** | **From:** |
|  | **To:** |

|  |  |
| --- | --- |
| **Is your business a partnership?** | **YES / NO** |
|  |  |
| **If Yes, what percentage of the partnership do you have?** | **%** |

|  |  |
| --- | --- |
| **Is your business registered for VAT** | **YES / NO** |
|  |  |
| **If Yes, how much VAT have you paid to HM Revenues and Customs in the last year?** | **£** |

|  |  |
| --- | --- |
| **Do you consider yourself to be a sub-contractor?** | **YES / NO** |

|  |  |
| --- | --- |
| **Are you a Child Minder or a Share Fisherman?** | **YES / NO** |

**SECTION 3 ABOUT YOUR INCOME AND EXPENSES FROM SELF-EMPLOYMENT**

**YOU WILL BE REQUIRED TO PROVIDE PROOF OF ANY ACTUAL INCOME OR EXPENSES.**

If you have been working as a self-employed person for **less than** ONE complete calendar month, please fill in the columns headed **Estimated income and expenses** as accurately as possible for the calendar month following the month that you started trading.

If you have been working as a self-employed person for **more than** ONE complete calendar month please fill in the columns headed **Actual Income and Actual Expenses.**

**Period: From to**

**INCOME FROM YOUR SELF-EMPLOYED WORK**

|  |  |  |
| --- | --- | --- |
| **TYPE OF INCOME** | **ACTUAL INCOME** | **ESTIMATE INCOME** |
|  |  |  |
| **Payments for goods/services** | **£** | **£** |
|  |  |  |
| **Tips/gratuities** | **£** | **£** |
|  |  |  |
| **Royalties** | **£** | **£** |
|  |  |  |
| **VAT refunds** | **£** | **£** |
|  |  |  |
| **Refunds from stock return to suppliers** | **£** | **£** |
|  |  |  |
| **The Prince’s Trust Payments** | **£** | **£** |
|  |  |  |
| **Rent from sub-letting business premises** | **£** | **£** |
|  |  |  |
| **Business account interest** | **£** | **£** |
|  |  |  |
| **Other Income** | **£** | **£** |
| **(please specify)** |  |  |
| **TOTAL** | **£** | **£** |

**EXPENSES FROM YOUR SELF -EMPLOYED WORK**

**Please give your total expenses including for both business and private use, however please tell us the percentage of the expenses you estimate are for business use.**

**Period: From to**

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE OF EXPENSE** | **ACTUAL EXPENSE** | **ESTIMATED EXPENSE** | **PERCENTAGE FOR BUSINESS** |
| **Goods/Raw Materials** | **£** | **£** | **%** |
| **Tools/Equipment charges** | **£** | **£** | **%** |
| **Stationary, Advertising and Postage Costs** | **£** | **£** | **%** |
| **Vehicle expenses such as servicing, insurance, road tax, etc** | **£** | **£** | **%** |
| **Transport costs such as**  **Fares & petrol/diesel** | **£** | **£** | **%** |
| **Accountancy and legal charges** | **£** | **£** | **%** |
| **Telephone costs including Broadband** | **£** | **£** | **%** |
| **Fuel for heating, lighting, hot water and power to machines** | **£** | **£** | **%** |
| **Business rates & Bank Charges** | **£** | **£** | **%** |
| **Wages (excluding to yourself)** | **£** | **£** | **%** |
| **Hire, rental, leasing & consumer credit agreement charges** | **£** | **£** | **%** |
| **Business Insurance** | **£** | **£** | **%** |
| **Cleaning of business premises and assets** | **£** | **£** | **%** |
| **Other expenses**  **(please specify)** |  |  |  |
| **TOTAL** | **£** | **£** |  |

**MORE ABOUT YOUR SELF-EMPLOYED WORK**

**Does your business use any business premises or land other then your home?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your business have any other business assets? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Does your business have any other loans or financial obligations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Section 4** **DECLARATION**

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

**I understand that to give false information may lead to prosecution.**

**I authorise the council to verify any information given by me.**

**I undertake to notify IN WRITING any changes in my income IMMEDIATELY if such changes occur.**

|  |  |
| --- | --- |
| **Signature of Applicant** |  |
|  |  |
| **Date** |  |