



Housing Benefit & Council Tax Support

SELF-EMPLOYED FORM

Period of these Accounts?

From / /

To / /

About Yourself

Your Full Name

Address & Postcode

National Insurance Number

About Your Business

Do you have a Business Partner?

If Yes, who? Name & Address? How do you Share the Profit Or Loss?

Yes / No

What sort of work do you do?

Did you trade continuously in this period?

Yes/No

Are you VAT registered?

Yes/No

How many hours do you work each week?

How many people work for you?

Do you pay your wife/partner a wage?

Yes/No

Does the business income vary at different seasons?

Yes

No

If Yes please give details

Does the business pay out more at some seasons?

Yes

No

If Yes please give details

Do you use any buildings or land for your business other than you home?	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes Give details
Do you use any vehicles, plant, machinery or other equipment for your business?	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes Give details
Does the business have any other assets?	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes Give details
Does the business have any loans or financial obligations?	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes Give details

Income from your business or self-employment

Kind of income	Income
Sale of goods or produce.....	£ <input type="text"/>
Payments for work done.....	£ <input type="text"/>
Tips & Commission.....	£ <input type="text"/>
Start-up Allowance.....	£ <input type="text"/>
What date does Start-up Allowance finish?	<input type="text" value=" / /"/>
Goods taken from the business for your own use.....	£ <input type="text"/>
Sale of business assets.....	£ <input type="text"/>
If VAT Registered, how much VAT was repaid to you?.....	£ <input type="text"/>
Other Income. Type <input style="width: 400px;" type="text"/>	
Amount.....	£ <input type="text"/>
Total Income	£ <input type="text"/>

Business Expenses	Expense	Percentage to Private Use	Cost to the Business
Stock for Re-sale.....			£
Good and materials.....			£
Small tools & equipment repairs.....	£	%	£
Vehicle running costs.....	£	%	£
Other travel.....	£	%	£
Staff wages (including National Insurance Contributions).....			£
Partner's wages (including National Insurance Contributions).....			£
Accountancy & Legal Expenses.....			£
Business Rent, Rates.....			£
Mortgage (business premises only).....			£
Service & Maintenance (business premises only).....			£
Telephone.....	£	%	£
Mobile Phone.....	£	%	£
Office & Advertising.....			£
Capital repayments (Replacement/Repair of Business Items only).....			£
Business Loan Interest.....			£
HP capital repayments for replacement items only.....			£
Proven Bad Debts.....			£
If VAT Registered, VAT paid to Customs & Excise.....			£
Insurance	Type		£
	Type		£

Other Expenses	Type	£	%	£
	Type	£	%	£
	Type	£	%	£
	Type	£	%	£
	Total Expenses.....			£
Pension Contribution paid	£	%	£	
Total Income (From Page 2)....	£	Total Deductions From Income.....	£	
Profit for the Period			£	

Declaration

I declare that the answers given on this form are true to the best of my knowledge and I understand that if I have stated anything untrue or that I do not believe to be true I may be guilty of an offence and may be prosecuted under The Theft Act 1968/78 and The Social Security (Fraud) Administration Act 1997. I agree to Hart District Council making any enquiries they deem necessary to verify my claim.

Signature/s

Date

/ /

Business address

Telephone/Mobile numbers

Fax Number