



## For self-employed people claiming Housing Benefit and/or Council Tax Support

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### About this form:

We need this additional information to assess your entitlement to Housing Benefit and/or Council Tax Support, this is not a claim in itself.

Give 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. We may ask you to provide evidence so please ensure you keep all records associated to your business, for example invoices and receipts.

At any time, if there is a significant change in your business activity, such as, you employ someone because your business has expanded or you reduce/increase your hours, you must let us know as we may need to re-assess your entitlement.

- **Trading more than one year**

If you have been trading for more than one year and have a set of accounts for the last trading year then please provide a copy and complete sections: 1, 2 & 6

**(Please note accounts for a previous year are not normally accepted if completing this form after the 30th of June)**

If you do not have a set of account's or you are completing this form after the 30<sup>th</sup> of June, then please complete ALL sections with your last **6 months'** income and expenditure.

- **Trading less than one year**

If you have been trading for less than a year, then please complete the whole of this form with income and expenditure figures for last **6 months**. If trading less than **6 months**, please complete for the period since your self-employed business started.

- **Newly self-employed**

If you are newly self-employed (**started less than a month ago**) you may only be able to provide estimated figures, you must ensure you keep all records of your self-employed activity as we will need to periodically review this throughout your first years trading.

- **Company Directors**

If you are a Company Director then please complete sections: 1, 2, 5 & 6

- **Childminders**

If you are a childminder then please complete sections: 1, 2, 3 & 6

Please note – if you have more than one self-employed business you will need to complete a form for each business.

## Section 1. About you

Name:

Address:

Telephone:

Email:

## Section 2. About your business

Please answer all the questions in this section

Name of the business:

Address of the business:

Telephone:

Email:

What sort of work do you do?

On what date did you start your self-employed work?

How many hours on average do you work each week?

Actual work

Looking for work, book-keeping, etc

What were your reasons for becoming self-employed?

What equipment do you own/hire in order to undertake your self-employed business?

What do you do to promote the business?

Do you use part of your home for your business?

Yes

No

If yes, please give details below:

How many hours a week are spent at home for business purposes  
for example, preparing invoices or book keeping?

What is your HM Revenue and Customs number (UTR)?

Is your business a partnership?

Yes

No

If yes, what percentage is yours?

Are there any people that work for you?

Yes

No

If yes, how many?

If any of these people are members of your house-hold please give details below:

Do you contribute to a personal pension scheme?

Yes

No

If yes, how much do you pay?

£

What is the frequency of this payment?

**Please provide evidence of this**

Is your business a limited company and/or are you a company  
director?

Yes

No

**If yes, please go to section 5**

Are you a childminder?

Yes

No

**If yes, please complete sections 3 and 6**

### Section 3. About your business income

Please answer all the questions in this section

Please see page 1 for details on how to complete this sections and what period to use.

If the wrong section or period is completed, you may be asked to complete a replacement form.

#### Actual Income

Please tell me the dates you are giving us details of your income and expenses for?

From  To

Within this period, were there any full weeks when your business was unable to trade? please give details below:

Does the amount of money coming into the business change a great deal at different times of the year? Yes  No

If yes, please give details below:

Please complete the boxes below with total income figure for the period stated above.

#### Actual income

Money received for the sale of your product	£	<input type="text"/>
Payment for work done	£	<input type="text"/>
Tips	£	<input type="text"/>
Other	£	<input type="text"/>
Other	£	<input type="text"/>

#### Estimated Income

Please only complete this section if you have started self-employed work in the last **month**, or had a significant change, e.g. a change in type of self-employed work.

Please state the dates you are giving us details of your estimated income and expenses for?

From  To

#### Estimated income

Money received for the sale of your product	£	<input type="text"/>
Payment for work done	£	<input type="text"/>
Tips	£	<input type="text"/>
Other	£	<input type="text"/>
Other	£	<input type="text"/>

## Section 4. About your business expenditure

### Please answer all the questions in this section

Does the amount of money you pay out of your business change a great deal at different times of the year?

Yes

No

If yes, please give details below:

If you are newly self-employed then please complete the following providing estimated figures, if you have been trading for at least 6 months then you MUST provide us with actual figures

**Please ensure that the figures given below cover the SAME period you have used in Section 3**

	Actual expense	Estimated expense	% for private use
Purchase of stock for resale	£	£	
Stock insurance	£	£	
Goods and materials	£	£	
Staff wages (inc any NI you pay)	£	£	
Rent/mortgage for business premises	£	£	
Business rates	£	£	
Gas and electricity	£	£	
Water rates	£	£	
Property insurance	£	£	
Landline telephone	£	£	
Mobile	£	£	
Broadband & internet	£	£	
Protective clothing	£	£	
Bank charges on business account	£	£	
Accountancy costs	£	£	
Hire/leasing costs	£	£	
Advertising	£	£	
Stationery, printing, postage	£	£	
Business subscriptions	£	£	
Licence fees	£	£	
Liabilities insurance	£	£	
Vehicle costs			
Fuel	£	£	
MOT/servicing	£	£	
Tax	£	£	
Insurance	£	£	
Other transport costs	£	£	
Interest payment on a business loan	£	£	
Capital repayments on a business loan	£	£	
Reason for business loan			

Repair costs on existing business items	£	£	
Bad debts	£	£	
VAT	£	£	
Other expenses – please give details	£	£	
	£	£	
	£	£	
	£	£	

**Evidence of any declared expenses may be requested so that your claim can be verified**

**Section 4a. Additional questions for taxi drivers**

Is the vehicle a Hackney Carriage or a private hire?

How many hours a week do you normally drive?

What is your average weekly mileage?

Do you own the vehicle? Yes  No

**Yes**

**No**

Does anyone else drive the vehicle as a taxi? (please tell me how many people)

How do you pay for the hire, 50/50 split of takings or flat rate charge? (please specify amount)

If yes, how do they pay for the hire, 50/50 split of takings or flat rate charge? (please specify amount)

Do you have to pay anything towards the running costs? (please specify amount)

What is their average weekly mileage?

**We may ask you to provide proof of your mileage**

**Section 5. Company Directors/Limited Company**

**Please answer all the questions in this section**

What is the registration number of the company?

Are you or your partner a director of the company? Yes  No

How much salary or other payment do you or your partner receive from the company? £

How often is this paid?

**Please provide evidence of this**

If you do not receive any wages or take any money from the business, please give details as to why:

## You may be asked to provide your trading accounts

Are you or your partner a shareholder in the company?

Yes  No

If yes, how many shares do you or your partner hold?

Have you or your partner received any dividends?

Yes  No

If yes, how much do you or your partner receive?

£

How often is this paid?

As the owner of a limited company or a company director we may need to consider how much the company may be worth, we will write to you if we require any further information.

In some circumstances we may be able to treat you as similar to a self-employed sole trader and ignore the capital value of your company.

## Section 6. Declaration

**Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.**

Your personal information will be held and used in accordance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

We may use any information you have provided in connection with this and any other claim or social security benefits that you have made or may make. We may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend you money, if the law allows this.

We may check information that you have provided or that has been provided about you against relevant information that we already hold to make sure that it is accurate. We may also lawfully disclose information to other public-sector agencies and Credit Reference Agencies to:

- Prevent or detect benefit fraud and any other crime
- To support national fraud initiatives
- To protect public funds

More information about how we collect and use information can be found on our website:

[www.bcpCouncil.gov.uk/privacyRBB](http://www.bcpCouncil.gov.uk/privacyRBB)

**Please read this declaration carefully before you sign and date it. I understand the following:**

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

**I know** I must let the Council's Benefit Office know about any change in my circumstances or income. I understand that if I fail to tell the Council's Benefit Office of any changes in circumstances or income, an overpayment of benefit may occur which I will have to repay to the Council.

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

Your signature

Date

Your partner

Date