

**Housing Benefit and Council Tax Reduction
Self-Employed Earnings Information -
Businesses trading more than 13 weeks**



Your Claim Number (if known):

How to complete this form:

- If you have started or returned to trading **less** than 13 weeks ago a different form must be completed
- Please fully complete Section 1 and the rest of the form as directed.
- If you have more than 1 business, you must complete a separate form for each business.
- If your spouse/partner is your business partner and has a share in the business, please only complete one form for the business as a whole

Contact details are at the back of this form if you need to request a different or another form.

Section 1- About You and Your Self-Employed work / business

Your name	
Your home address	
Contact telephone number	
Address of Business premises (if separate to your home address)	
Business start date or date became self-employed	
Business name (if have one)	
Are you a sub-contractor?	Yes / No
What type of work do you do? Please give brief details of the nature of your work/business.	
How many hours do you work each week? (on average)	
Is your business a partnership?	Yes / No If Yes, what percentage is yours? %
Is your spouse/common-law partner a partner in the business?	Yes / No If Yes, what percentage is theirs? % If No, do they work for you? Yes / No
Do you have any employees?	Yes / No If Yes, how many?

Section 2 – About being a Company Director

Are you a registered with Companies House as a Director of a limited company or business?
Yes No If 'No', go to next section.

If 'Yes' you only need to complete *this section* as you are not classed as self-employed, *then sign the declaration* at the end of this form and send us **either your last 5 weeks/2 months/3 fortnightly** payslips, **and** confirmation from a company official of all income and payments you are receiving from this business.

Do you receive any share or dividend from the company? Yes No

If 'Yes', what is the value of your share dividend per annum? £ _____

What is the capital value of the company? £ _____

Section 3 – About being a Childminder

Are you a Childminder? Yes No If 'No', go to next section

If Yes, complete sections 4 & 5 then 9 to 12 only (we don't need any other details).

Section 4 – About using an Accountant

If you use an accountant but your accounts are not ready yet, tell us when they are expected to be available _____ (dd/mm/yy). We can then contact you nearer the time to provide them and to complete this form, or if you wish to complete this form now then please continue to do so.

Do you have any profit and loss accounts prepared by an accountant for the latest complete tax year or another period? Yes No

If 'No', please fully complete the rest of this form, sign it and return it to us straight away

If 'Yes', please complete Sections 6, then 9 to 12 only. Send us **all** pages of your certified accounts with this form as we need to see your Accountants details. We cannot accept any HMRC self-assessment information.

Section 5 – About income from Self Employment

Please complete the rest of this form with information for the following period:

Start date of period / / End date of period / /

If we have not advised you of the required period above, it should normally be:

- the last complete tax year (6th of April to 5th of April), **OR**
- If you have been trading less than 12 months but more than 13 weeks ago, we need the period for: the date you started/returned to trading up to the date you complete & sign this form

Please complete the boxes above with the period you are giving us details for if they were not already completed.

1. What was your/your business's total income for the period above? This is your Turnover/Sales/Gross income figure.

£ _____

Please tell us the figure before any expenses, deductions or personal drawings.

2. Do you get any Government funding for being Self Employed? Yes No

If No go to next section

If Yes send us evidence of the payments you receive. This could be your award letter or a recent bank statement.

Please note - The questions that follow relate to the period of information you are providing from Section 5. Please answer all relevant questions as fully as possible.

Section 6 – About using your home for your Self-Employed work / business

Did you use part of your home to operate your business from? **Yes** **No**

If **'No'**, go to next section

If **'Yes'**, please give us more details about this below:

- How many rooms are in your home? _____
- Which room(s) were used for business purposes and what % of the time were they used for business purposes?

Room: _____, business use _____%

Room: _____, business use _____%

Room: _____, business use _____%

Please give details below of the business-related activities carried out in your home

If you wish to claim for expenses for using your home for your business, please answer the following:

How much, on average, did you pay for gas & electricity for the whole property? (complete 1 of the options below based on how often you paid this)

£_____ per week

Or

£_____ per month

PLEASE NOTE: Not all expenses are allowable in the calculation of your Housing Benefit and/or Council Tax Reduction. We do not allow them all in the same way as HMRC do for your tax assessment.

Section 7 – About using a vehicle for your Self-Employed work / business

1. **Did you use a vehicle to carry out your self-employed work/business related activities?** Yes No

If **No**, go to next section.

2. **Was this vehicle used solely for the business?** Yes No

If **No**, what percentage of the time was it used by the business? _____ %

If **Yes**, did you have your own vehicle for personal use? Yes No

3. **Did you take out a loan or finance for this vehicle?** Yes No

If **Yes**, was this taken out to replace a vehicle you previously owned? Yes No

If **No**, please provide your loan/finance agreement.

When did you acquire this vehicle? _____(date)

4. **Did you carry out any mobile working?** Yes No

If **Yes** and this was regular how many days each week did you do this? _____

5. **Do you use HMRC's approved mileage-based rates to calculate your vehicle-related expenses for income tax self-assessment?** (£0.45p mile up to 10,000 miles then £0.25 mile)

Yes No If **Yes** how many miles are you claiming for? _____

6. **Please give brief details below of what you used the vehicle(s) for in relation to your work/business and tell us here if you use more than 1 vehicle for your work/business.**

7. **Are you a Taxi driver?** Yes No If **No**, go to next section.

If **Yes**, please give further details below, for example: if you own the taxi company or rent your vehicle from a taxi firm.

Section 8 – About expenses for your Self-Employed work / business

Expenses are listed below in alphabetical order however some are grouped together into categories, such as: **Business premises costs** and **Vehicle related expenses**. If an expense is not in the list, you can add details at the end. You do not need to include payments made to HMRC for Tax or National Insurance contributions. Please provide accurate information and not estimated figures as it will delay your claim if we need to contact you again.

Column A: Please tell us the **total** amount for each expense you incurred for the period in **Section 5**. If you make regular payments for an expense you must still give us the **total** amount for the whole period.

Column B: If an expense in column A is used by both yourself (personal use) and the business, please tell us in this column what percentage % of the cost relates to the business and what is personal. If you don't complete this column where expected we will need to contact you about this. Some examples of where this would normally apply, such as mobile phone, has the 2 options listed for ease of completion.

	A	B
Type of expense	Full amount	Business/personal use %
Accountancy fees	£	
Admin charges: give details	£	
Advertising costs	£	
Bank charges	£	
Business Premises (not home address)		
• Building maintenance	£	
• Business rates	£	
• Cleaning of premises	£	
• Rent	£	
• Security	£	
• Utilities (gas/electric/water)	£	
• Other (give details)	£	
Cleaning of business equipment	£	
Computer/Web related costs	£	
Delivery charges	£	
EBay/Paypal fees	£	
Employee's wages (not business partners or personal drawings)	£	
Finance/loan repayments:	£	
• What was the loan for?		
• When did the loan start?		
Hire / leasing / rental costs	£	
Insurance (business/public liability)	£	
Legal/professional fees	£	
Materials	£	
Membership/subscription fees (for example, Amazon)	£	

	A	B
Type of expense	Full amount	Business/personal use %
Mobile phone	£	Business % - Personal % -
Postage and packaging	£	
Printing costs	£	
Repair costs for uninsured equipment/machinery only:	£	
Set up costs	£	
Specialist/protective clothing/uniform only	£	
Stationery / office supplies	£	
Stock purchases	£	
Telephone landline/broadband	£	Business % - Personal % -
Transport/travel costs (eg. bus or train fares)	£	
Vehicle related expenses:	Full amount	Business/personal use %
If you use HMRC's approved mileage-based rates to calculate your vehicle-related expenses, please give details here and don't complete the specific vehicle expenses below _____ total miles claiming for	Total cost at £0.45 a mile (under 10,000) = £ Total cost at £0.25 a mile (over 10,000) = £	N/A
• Road Tax	£	The % business/personal use indicated in Section 7 will be applied to these expenses
• Fuel (petrol/diesel)	£	
• Insurance	£	
• Repairs/Maintenance/MOT	£	
• Finance/loan repayment	£	
• Other (give details)	£	Business % - Personal % -
Detail below any expenses that are not listed above – this could be one off purchases of equipment/machinery or a vehicle	Full amount	Business/personal use %
	£	Business % - Personal % -
	£	Business % - Personal % -
	£	Business % - Personal % -
	£	Business % - Personal % -

PLEASE NOTE: Not all expenses are allowable in the calculation of your Housing Benefit and/or Council Tax Reduction. We do not allow all of the same expenses that HMRC allow for your tax assessment.

Section 9 – About paying into a Personal Pension Scheme

If you paid into a personal pension scheme, please send us your policy document and provide evidence of the payments made (e.g. bank statement)

How much did you pay? £	How often did you pay this amount? e.g. monthly
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Section 10 – About any other information you would like to tell us about

Use the space below to tell us anything else about your work/business that was not covered on this form and that occurred in the period you have completed this form for. For example, if there was a long period you didn't work/trade, if you have had any major changes to your working hours or took steps to expand the business.

Section 11 – About when we need to review your income again

To help us decide when we need to review your self-employed income again, please tell us when you expect have your income & expenses figures available for either; the next tax year or 12-month period that follows on from the one you have just given us details for. If you use an accountant, please tell us when your completed accounts are likely to be available so we can contact you nearer that time _____(dd/mm/yy)

Section 12 – About the 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. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Reduction. You may check some of the information with other sources as allowed by law.
- You may use any information I have provided in connection with this and any other claim for Social Security/Her Majesty's Revenue and Customs Benefits that I have made or may make. You 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 me money, if the law allows this.

I know I must let the council know about any changes in my circumstances, which might affect the claim. **I declare** the information I have given on this form is correct and complete.

Signature of self-employed person

Date

About contacting us or returning this form

Contact details: these will be on the covering letter if we sent you this form or can be found on our website www.durham.gov.uk

Please return this form with any evidence as requested:

By post to – Revenues & Benefits Service, PO Box 238, Stanley, Co Durham, DH8 1FP

By Email to – benefits@durham.gov.uk , in the subject line state the word 'Claim' & your Benefit Claim Number (if known). Attach photos/images of this form and include **all** pages/sides of the form in page number order.

In Person at – one of our Customer Access Points, these can be found on our website www.durham.gov.uk