

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



Your Claim Number (if known):

**How to complete this form:**

- If you have started or returned to trading **more** 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.**

<b>Section 1- About You and Your Self-Employed work / business</b>	
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?

<b>Section 2 – About being a Company Director</b>
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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 and 5 then 9 to 12 only (we don't need any other details).

### Section 4 – About using an Accountant

Have you or do you intend to use an accountant to prepare/submit your tax return to HMRC?

Yes  No

### Section 5 – About income from Self Employment

You must answer all questions in this section

1. What date did you/your business start/re-start trading?                    /    /

What date are you completing/signing this form?                    /    /

2. How much did you/your business make between the above dates?

£ \_\_\_\_\_

This must be your Turnover/Sales/Gross income figure before any expenses, deductions or personal drawings.

3. How much do you expect to make in the 13 weeks that follow the period stated in question 1 from this section?

£ \_\_\_\_\_

You will need to estimate this figure.

4. 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.

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

Do 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) are used for business purposes and what % of the time are 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, do you pay for gas & electricity for the whole property? (complete 1 option below based on how often you pay 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. Do you use a vehicle to carry out your self-employed work/business related activities? Yes  No

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

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

If **No**, what percentage of the time is it used by the business? \_\_\_\_\_ %

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

3. Have you taken 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. Do you currently or intend to carry out any mobile working? Yes  No

If **Yes** and its regular, how many days each week are/will you do this? \_\_\_\_\_

5. Do you intend to 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

6. Please give brief details below of what you used the vehicle(s) for in relation to your work/business and 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. Please provide accurate information as it will delay your claim if we need to contact you again.

**Column A:** Please give us the **total** amount against each expense you have incurred for the period you have already traded (as stated in **Section 5**). Do not give estimated figures.

**Column B:** Please give us an **estimated** amount for each expense you expect to incur, in the 13 weeks after you have actually traded. Give the total amount in this column.

**Column C:** 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.

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Type of expense</b>	<b>Amount already incurred</b>	<b>Estimated total for next 13 weeks</b>	<b>Business/ personal use %</b>
Accountancy fees	£	£	
Admin charges: give details	£	£	
Advertising costs	£	£	
Bank charges	£	£	
<b>Business Premises (not home address)</b>			
• 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	£	£	

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Type of expense</b>	<b>Amount already incurred</b>	<b>Estimated total for next 13 weeks</b>	<b>Business/ personal use %</b>
Membership/subscription fees (for example: Amazon)	£	£	
Mobile phone	£	£	Business %: Personal %:
Postage and packaging	£	£	
Printing costs	£	£	
Repair costs for <b>uninsured</b> equipment/machinery only:	£	£	
Set up costs	£	£	
Specialist/protective clothing/uniform only	£	£	
Stationery / office supplies	£	£	
Stock purchases	£	£	
Sundries (give details)	£	£	
Telephone landline/broadband	£	£	Business % - Personal % -
Transport/travel costs (eg. bus or train fares)	£	£	
<b>Vehicle related expenses:</b>			
If you will be using 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	Miles already covered  Total cost at £0.45 a mile = £	Miles estimated to cover  Total cost at £0.45 a mile = £	N/A
• Road Tax	£	£	The % business 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 % -
<b>Detail below any expenses that are not listed above</b>	<b>Amount already incurred</b>	<b>Estimated total for next 13 weeks</b>	<b>Business/ personal use %</b>
	£		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 are paying into a personal pension scheme, please send us your policy document and provide evidence of the payments made (eg.bank statement)

How much do you pay? £	How often do 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, including any expected changes in the period you have given us estimated figures for.

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

Please keep accurate records of your income and expenses going forward as we will be sending you another form to complete at the end of the 13 weeks estimated period, from Section 5, to review your income.

## 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](http://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](mailto: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](http://www.durham.gov.uk)