

Claim reference: _____



SELF EMPLOYED EARNINGS INFORMATION

Name

Address

National Insurance Number

SECTION 1: ABOUT YOUR BUSINESS

Name and address of business Type of business
Date business commenced

Start date of current financial year Average number of hours worked per week

SECTION 2: ABOUT THE BUSINESS INCOME

Do you have any prepared accounts (audited or otherwise) for the last financial year?
Yes* No* *If YES return a copy with this form and go to Section 5
*If NO give reason why and date you expect to have them

IF YOU DO NOT HAVE ANY PREPARED ACCOUNTS OR IF YOU HAVE NOT BEEN TRADING FOR A FULL YEAR PLEASE COMPLETE SECTION 3 OF THIS FORM

SECTION 3: TRADING FIGURES

State exact period covered: FROM (DD/MM/YY) TO (DD/MM/YY)

This should be your last financial year OR if you have not been trading for a year, it should be the date that your business started to the current date

£

SALES/TAKINGS/INCOME	
Plus VAT REFUNDED	
Plus CLOSING STOCK	
Less COST OF SALES (PURCHASES)	
Less VAT PAID OUT	
Less OPENING STOCK	
= GROSS PROFIT	

WHERE YOU HAVE BEEN TRADING OVER 3 MONTHS WE WILL NEED TO SEE CONFIRMATION THAT YOU HAVE REGISTERED YOUR SELF EMPLOYMENT WITH HM REVENUES & CUSTOMS

SECTION 4: EXPENSES

YOU MUST ONLY INCLUDE AMOUNTS THAT RELATE SOLELY TO THE BUSINESS

For example, telephone – you must apportion the total cost in accordance with the amount of private use and enter the amount that relates to business use only.

EXPENSES	AMOUNT (£)
Drawings (cash or stock)	
Wages paid out to self	
Wages paid out to spouse	
Wages paid out to others	
Rent	
Business Rates	
Heating & lighting	
Cleaning	
Telephone	
Business insurance (do not include vehicle)	
Advertising	
Printing and stationery	
Postage	
Accountancy	
Bank charges	
Interest payments on a business loan	
Repair/replacement of a business asset	
Leasing charges (do not include vehicle)	
Bad debts (please specify)	
Car lease	
Petrol	
Insurance	
Repairs	
Other expenses (please specify)	
Other expenses (please specify)	
TOTAL OF ALL EXPENSES	

If you have a company vehicle who owns it?

SELF / BUSINESS

Is it reasonable to assume that the trading figures for the next 6 months will be similar to those quoted above? YES NO

SECTION 5: OTHER OUTGOINGS

Do you hold a National Insurance Exemption Certificate?

YES

NO

If you contribute to an Personal Pension Scheme, please state how much you pay £
(You must provide proof of this)

SECTION 6: DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I understand that to give false information may lead to prosecution. I authorise the council to verify any information given by me should they desire. I undertake to notify in WRITING any change in my income IMMEDIATELY if such changes occur.

Signature: _____

Date: _____