

## **Self Employed Form**



**This form is to be used where you do not have accounts, or if your income has changed since your last accounting period/set of accounts.**

**You can bring this form to our offices, or send it by post. Our office address is below:**

Housing and Council Tax Benefits  
Royal Borough of Kingston upon Thames  
Guildhall 2  
High Street  
Kingston upon Thames  
KT1 1EU

**If you have any questions about this form please call the named officer on any letters we have sent to you, or contact Customer Services on 020 8547 5001.**

**Please answer all of the questions and provide the proof where needed. The more information that you give to us, the quicker we can assess your claim. If we have to write to you again it may delay your claim being paid.**

For all customers: Please remember that under the Social Security Administration (Fraud) Act 1997 it is a criminal offence to fail to notify a change of circumstances dishonestly or without reasonable cause.

# Self Employed Form

**Claim Reference:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## Please answer all of the questions in the spaces below

- What date did you become self employed?
- What kind of work do you do?
- What is the name of your business?
- What is the business address?
- Are there any partners in this business? If so please tell us their name and full address
- Have you registered this self employment/ business with Companies House and HM Revenue & Customs? For more information, contact Companies House on 0870 3333 6363. For newly self-employed contact HM Revenue & Customs on 08459 15 45 15. If not please explain why not:
- How many hours do you work each week (on average)?
- Did you get a business start up allowance? YES/NO  
If yes please give us proof of this

Signature of person running the business: .....Date:.....

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**Claim Reference:** \_\_\_\_\_

- Do you pay into a private pension scheme? YES/NO  
If yes please give us proof of this
- Have you paid your national insurance contributions? YES/NO  
If yes please give us the proof of how much you have paid. If you haven't, please explain why not:
- Have you completed any tax returns since you became self employed? YES/NO  
If yes please give me the most recent one that you have. If not please explain why not:
- What is your normal accounting period? For example 6 April 2007 to 5 April 2008, or some other 12 month period:
- Your accountant full name and address, if you have one:
- Do you employ any staff? YES/NO  
If yes please confirm all the names of your staff:
- How do you pay your staff? Please write down how each one is paid, and how often (for example, paid by cheque every month):

Signature of person running the business: .....Date:.....

This information and evidence is needed under Regulation 86 of the Housing Benefit Regulations 2006 and Regulation 72 of the Council Tax Benefit Regulations 2006.

**Please note that you must provide original documents to support your claim – photocopies are not acceptable.** If these have not been returned to you within one month you must contact us immediately, as all documents are then destroyed.

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# Self Employed Income and Expenditure Certificate

**Claim Reference:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Only one certificate to be completed per business

Please write down the exact amounts. Where the expense does not apply, please write £0.00

For the period \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ = \_\_\_\_ weeks/days

What kind of work do you do? \_\_\_\_\_

## Income

- Total invoiced or billed £ \_\_\_\_\_
- Total of gratuities and tips £ \_\_\_\_\_

## Expenditure

- Accountancy or book-keeping charges £ \_\_\_\_\_
- Advertising £ \_\_\_\_\_
- Bank charges for business only £ \_\_\_\_\_
- Business entertainment £ \_\_\_\_\_
- Business rates (NNDR) £ \_\_\_\_\_
- Capital repayments on loans, mortgages or hire purchase agreements for business only (please detail below) £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
- Carriage or packing and delivery costs for business use only £ \_\_\_\_\_
- Cleaning for business use only £ \_\_\_\_\_
- Depreciation £ \_\_\_\_\_
- Drawings (wages or salaries paid to owners of the business) £ \_\_\_\_\_
- Heat, light, hot water for business use only £ \_\_\_\_\_
- Hire or leasing charges for business only £ \_\_\_\_\_
- Hotel charges for business use only £ \_\_\_\_\_

Signature of person running the business: .....Date:.....

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- Insurance for business only £ \_\_\_\_\_
- Interest on loans, mortgages or hire purchase agreements £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
- Money spent setting up or expanding the business £ \_\_\_\_\_
- Petrol for business use only £ \_\_\_\_\_
- Postage and stationery for business only £ \_\_\_\_\_
- Professional fees (please detail below) £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
- Rent for business use only £ \_\_\_\_\_
- Repairs not covered by insurance £ \_\_\_\_\_
- Road tax for business use only £ \_\_\_\_\_
- Special clothing for business use only £ \_\_\_\_\_
- Stock or materials necessary to carry out your business £ \_\_\_\_\_
- Subscriptions to professional organisations for business only £ \_\_\_\_\_
- Telephone (landline) for business use only £ \_\_\_\_\_
- Telephone (mobile) for business use only £ \_\_\_\_\_
- Travel for business use only £ \_\_\_\_\_
- Use of home as office for business only £ \_\_\_\_\_
- Wages or salaries paid to employees (excluding drawings) £ \_\_\_\_\_
- Water rates for business use only £ \_\_\_\_\_
- Any other expenses for business only not listed above, please detail below:
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_

**Total expenditure** £ \_\_\_\_\_

**Net profit** £ \_\_\_\_\_

**Declaration**

**I confirm the information I have given is true and complete. I will tell the Housing Benefit Section immediately if the income I get from self-employment considerably increases or decreases.**

The signature of the person running the business \_\_\_\_\_

The name of the person running the business \_\_\_\_\_

The address of the claim for Housing and/or Council Tax Benefit \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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