

Name:	Revenues and Benefits Council Offices South Street Rochford Essex SS4 1BW Phone: 01702 318197 or 01702 318198 E-mail: revenues&benefits@rochford.gov.uk
Address:	
Postcode:	

Housing Benefit and Council Tax Benefit form for self-employed people

This form is for you to give us the extra information we need to work out your Housing Benefit, Council Tax Benefit, or both. Please make sure that you have filled in the form 'Housing Benefit and Council Tax Benefit claim form'.

If you are a director of a company, you do not need to fill in this form.

Please do the following.

- Look at the checklist on page 10 (section G) for the types of proof you will have to give us with this form.
- **Read and sign the declaration on page 10** (section H) before you return this form to us.
- Fill in this form in black ink. **Do not use pencil.**
- Answer **all** the questions.
- Tick the 'Yes' or 'No' boxes. **Do not put crosses in or leave the boxes blank.**
- Give us **original documents only. We do not accept photocopies.**

If you need help to fill in this form, or you have a question for us, please come to our office at the address shown above, phone us on 01702 318197 or 01702 318198 or e-mail us at revenues&benefits@rochford.gov.uk.

Remember

- Return your filled-in, signed form to us straightaway.
- When you return this form to us, we may ask you for more information.

For office use only

Date of issue	/ /	Claim number	
Date received	/ /	C/Tax ref	



INVESTOR IN PEOPLE

Section A**About you**

Title (Mr, Mrs, Miss, Ms)

Surname

Other names

Address and postcode

Phone number

Home	Business
------	----------

E-mail address

Section B**About your business**

What is your business called?

Address and postcode

Type of business

What date did your business start trading?

/	/
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What date did your current financial year start?

/	/
---	---

On average, how many hours do you work each week?

Is your business a partnership?

Yes		No	
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If yes, what percentage of the total profit or loss is yours?
(Please send us your partnership agreement with this form.)

<input type="text"/>	%
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Please tell us the names of your business partners.

Section B (continued)**About your business**

Is your partner on the payroll of the business?

Yes		No	
-----	--	----	--

If yes, how much and how often are they paid, for example, every week or every month?

£	
---	--

Are there any other people on the payroll?

Yes		No	
-----	--	----	--

If yes, please give their full names.

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Do you use any part of your home for your business?

Yes		No	
-----	--	----	--

If yes, please tell us about this. For example, you may use a room as an office, or a garage for storage.

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Section C**About your business income**

If you have been trading for over a year, do you have any accounts (whether they have been audited or not) for your last financial year?

Yes		No	
-----	--	----	--

If yes, please send them with this form and go to section H to sign the declaration. If you have had a Schedule D tax assessment in the last 12 months, please send it with this form. However, the Schedule D tax assessment alone is not enough proof of your income.

If you do not have any prepared accounts or if you have not been trading for a full year, please go to Section D.

Section D**Income and expenses**

This section is for you to tell us about all your business income and expenses. You must fill in all the boxes. If any income or expense does not apply to you, please write 'none' in the box. Do not leave any boxes blank.

Is this a new business?

Yes		No	
-----	--	----	--

If yes, you must give us an estimate of your income and expenses in section F and fill in the declaration in section H. If no, you must fill in this section.

What period are these income and expenses for?

Day	Month	Year

to

Day	Month	Year

Income

We need to know your income for the period you have written above. Please tell us:

your income from sales, takings, earnings or work you have done;

+

any commission or interest you were paid;

+

any VAT refunded to you;

+

the amount of any business start-up allowance you received; and

+

the value of any stock you have at the end of this period.

Total A

Please tell us:

how much your stock cost (for the period you have written above);

-

any VAT you have paid out; and

-

any stock you had at the beginning of this period.

Total B

Take away total B from total A to give your profit (before tax, National Insurance and so on)

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Expenses

We need to know your expenses for the period you have written on page 3.

You must include expenses that are **for business** use only. For example, if you make personal phone calls, do not include them as business expenses.

Please tell us how much you pay for the following.

Drawings (money or stock for your own use)	£
Your wages	£
Your husband's, wife's (or partner's) wages	£
Other people's wages	£
Rent for your business premises	£
Rent for the part of your home that you use for your business	£
Business Rates	£
Heating and lighting	£
Cleaning	£
Telephone Landline	£
Mobile	£
Internet	£
Business insurance	£
Advertising	£
Printing and stationery	£
Postage	£

Debts that you have written off (that is, you cannot collect the debt because the person that owes you the money is insolvent or bankrupt).

£

Please tell us below who owes you this money.

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Motoring expenses

You must include amounts that are **for business use only**. Please tell us the dates these expenses cover.

	Amount	From	To
Vehicle lease	£	/ /	/ /
Road tax	£	/ /	/ /
Fuel	£	/ /	/ /
Repairs	£	/ /	/ /
Replacing vehicles	£	/ /	/ /

Who owns the vehicles? You Your business

Do you use any vehicle owned by the business for personal use? Yes No

If yes, what percentage of the use of the vehicle is for business only? %

Other expenses £

Please tell us below about any other expenses you have.

Section E**Other money you pay out****National Insurance**

Do you hold an exemption certificate for National Insurance (for example, an age-exemption certificate)?

Yes		No	
-----	--	----	--

Personal pension contributions

Do you pay into a personal pension scheme?

Yes		No	
-----	--	----	--

If yes, how often do you pay into it, for example, every week or every month?

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How much do you pay?

£

You must send us proof of these payments with this form.

Section F**Any other information**

Please use this space to give us any other information that may help us process your claim.

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Please send us the following documents.

- Your prepared accounts (whether they have been audited or not) for your last financial year.
- Your latest Schedule D tax assessment. Remember, this alone is not enough proof of your earnings.
- Proof of what money you pay into a private pension.

Please send us original documents as we cannot accept photocopies.

Data protection

We will keep the information you have given us confidential. We will store it on a computer and use it to deal with your benefit claim. We will only give your details to someone else if we are asked to by law. This is in line with the Data Protection Act 1998.

Preventing fraud

We must protect the funds we manage. We may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that manage public funds, to prevent and detect fraud.

Please read this declaration carefully.

- I am self-employed and the information I have given on this form is true and I have given as much information as I can.
- You can check the information I have given.
- I will write to you to tell you about any changes to my financial or family circumstances.
- I can be prosecuted if any of the information I give is untrue, or if I do not give you any information that I have and that is relevant to my claim.

When you have filled in this form, please read the form again and check that you have sent us all the proof we have asked for.

Finally, before you send the form to us, please read this declaration again and sign it and fill in the boxes below.

Your full name
(in CAPITALS)

Your signature

Date

If you need free and independent advice, you can contact the following.

The Business Advice Centre
Suite 7
Weston Chambers
Weston Road
Southend-on-Sea
Essex SS1 1AT
Phone: 01702 339339
E-mail: info@thebusinessadvicecentre.co.uk

You can visit HM Revenue & Customs website, www.hmrc.gov.uk, for further information about tax and National Insurance contributions.

You can also get free and independent advice from the following citizens advice bureaus

Rayleigh

Rayleigh Civic Suite, Hockley Road, Rayleigh
Open from 10am to 2pm and 7.30pm to 9pm on Monday and 10am to 2pm on Tuesday, Thursday and Friday
Phone: 01268 770782

Rochford

Back Lane, Rochford
Open from 10am to 3pm, Tuesday to Friday
Phone: 01702 545552

Southend

1 Church Road, Southend
Open from 10am to 4pm, Monday to Friday
Phone: 01702 610610

If you need help filling in this form

You can phone us on 01702 318197 or 01702 318198 between 8am and 8pm, Monday to Friday and between 9am and 12 noon on Saturday.

You can come to our offices between 8.30 am and 5pm, Monday to Thursday and between 8.30am and 4.30pm on Friday. We are closed at the weekend. Our address is on the front of this form.

If you would like this information in large print, Braille or any of the following languages, please phone 01702 546 366.



Website: <http://www.rochford.gov.uk>
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Rochford District Council