

Self Employed Income and Expenses Form

This form can be made available in other languages and formats (such as large print, audio tape and Braille as appropriate). Please telephone (01482) 300 303, textphone (01482) 300 349



All questions must be answered. If any do not apply write 'none' in the column, you must ensure the declaration page is signed by the relevant people before returning it

Reference << >>

Part 1: About you and your partner

On this form, by partner we mean someone of the opposite or same sex who is either –

- a person you are married to or a person you live with as if you are married to them or
- a civil partner or a person you live with as if you are civil partners

Do you have a partner who normally lives with you ? (please tick ✓ as appropriate) Yes No
(if you have ticked yes please complete the partner details in the section below)

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title Mr, Mrs, Miss, other	<input type="text"/>	<input type="text"/>
Address you are applying for, including room number. Do not tell us your partner's address if it is the same as yours	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Post code	Post code
Telephone number(s)	Daytime <input type="text"/> Mobile <input type="text"/>	Daytime <input type="text"/> Mobile <input type="text"/>
	Home <input type="checkbox"/> Work <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Textphone <input type="checkbox"/>
e-mail address	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
National Insurance (NI) Number (You can find this on payslips or letters from the Department for Work and Pensions or the Tax Office)	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>
	If you do not have an NI number, or cannot find it, please tick this box <input type="checkbox"/>	If you do not have an NI number, or cannot find it, please tick this box <input type="checkbox"/>

Part 2: About your business

Please give the name of the self employed person

Please give the trading name of your business

Please give the address of your business premises (if different from your home address)

Do you have a business lease? please tick ✓ Yes No

Whose is liable for the business rates at the property?

What type of business do you do?

What date did you start your business?

Do you have a business bank account?

please tick ✓ Yes No (if you have ticked yes please provide the bank account Number)

Do you have more than one business? please tick ✓ Yes No (if you have ticked yes please provide details in the box below)

Have you ended a previous business due to lack of profit and set up a new business?

please tick ✓ Yes No

During this accounting period, have there been any times that you have been unable to work, for example due to sickness? please tick ✓ Yes No (if you have ticked yes please provide details in the box below)

Are you registered for VAT?

please tick ✓ Yes No (if you have ticked yes please provide your VAT number)

Is the business registered with HMRC for Tax and National Insurance purposes?

please tick ✓ Yes No (if you have ticked yes please provide proof)

Part 2: About your business (continued)

Please provide your Unique Taxpayer Reference (UTR) (this is a 10 digit number issued by HMRC when you have registered for Self Assessment. (You must complete this section, please refer to the guidance notes)

Unique Taxpayer Reference:

(this may be printed next to the headings "Tax Reference", "UTR" or "Official Use" on HMRC documents)

Do you have an accountant/book keeper?

please tick Yes No (if you have ticked yes please provide their name and address in the box below)

What is the pattern of a normal working week? (e.g. what days do you work)

What is the number of hours you work in a normal working week?

What are the average levels of earnings in a normal working week?

£

Do you advertise your business, and if so where?

Did you get a Business Start-up Allowance?

please tick Yes No

Do you pay into a private pension?

please tick Yes No (if yes please provide details in the box below)

£ every

Do you have any business partners? please tick Yes No (if you have ticked yes please provide details in the box below – please supply their name(s) and address(s) (we will write to you further about this))

How many hours per week will normally be worked by your business partner(s)?

Are you in business with a family member?

please tick Yes No (if yes please provide details in the box below)

Part 3: Money coming into your business

Please confirm the business period dates that the income and expenses relate to:

From		To	
/	/	/	/

Money received for tips and commission

£

VAT received

£

Cash or capital put into the business in this accounting period

£

Part 4: Money going out of your business

Business purchases

£

VAT paid out

£

Wages paid out (please state how much and how often)

To yourself

To your spouse or partner

To others

£	per
£	per
£	per

If you employ someone else please provide their name(s) and national insurance number(s)

Name:

National Insurance Number:

Rent paid on business premises

£

Amount paid for Business Rates

£

Gas and electricity for example, heating, lighting. If you run your business from home, please estimate the percentage for personal use

£	%
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Telephone, if you run your business from home, please estimate the percentage for personal use

£	%
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Advertising, stationery, printing post

£

Insurances (not motor)

£

Debt recovery expenses

£

Business Overdraft charges

£

Bank Charges

£

Accountant/Book keeper charges

£

Motor expenses: Vehicle lease or hire
 Road Tax
 Petrol/diesel/LPG/electricity
 Repairs
 Insurance

£
£
£
£
£

(If you use your vehicle for personal use, please state the percentage of fuel for personal use)

%

Other expenses (please tell us what they are)

£
£

Part 4: Money going out of your business (continued)

Loan taken out to set up or expand your business

£

Loan taken out to replace or repair any machinery equipment or asset

£

Loan payments (please supply a copy of your Loan Agreement

If you have taken out a loan to replace or repair, was the cost covered by an Insurance Policy?

please tick ✓ Yes No

Is it reasonable to assume that the trading figures for the next six months will be similar to those given above

please tick ✓ Yes No (if no please explain the likely differences in the box below)

Do you hold a National Insurance exemption certificate?

please tick ✓ Yes No (if no please provide evidence of your contributions and how often you pay them)

£

every

Part 5: Any other information

Please use the space below to supply any other information you feel may be relevant to your application.

Part 6: Declaration

Please read this declaration carefully before you sign and date it. Even if someone else has filled in this form for you, you must sign the declaration if you can.

I declare that the information given on this form is, to the best of knowledge, accurate and complete.

I understand it is an offence to deliberately make a false statement or withhold information in order to obtain a discretionary reduction and to do so could result in Hull City Council taking action against me. This may include court action which could lead to prosecution.

I understand that information I have given to Hull City Council or other Government departments in relation to this or any other application for benefits or financial assistance may be used in connection with this or any other application as allowed by the law.

I understand that I must notify Hull City Council of any changes that may affect my entitlement to any discretionary reduction that I may be awarded.

I understand that I may have to pay back any Housing Benefit which I am overpaid and that my Council Tax account will be adjusted where I have received too much Council Tax Reduction or Alternative Council Tax Reduction.

Signature of Self Employed Person	Date :
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If this form has been completed by someone else:

The person who has completed this form must provide their details and sign below to confirm that they have verified with the applicant that the information given is correct and that they have read the declaration and the applicant understands and agrees to it.

I have completed this form on behalf of the applicant because :
(please tick all boxes that apply)

<input type="checkbox"/>	I am their representative / appointee
<input type="checkbox"/>	The applicant has agreed for me to complete this form on their behalf
<input type="checkbox"/>	I have confirmed with the applicant that the answers given on this form are correct
<input type="checkbox"/>	I have read the declaration with the applicant and they agree and understand it

Name and address of person / organisation completing this form

Postcode

Daytime telephone number

Signature (if completed by someone else):	Date :
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Signature of Claimant:	Date :
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Contact us: You can contact us on-line at www.hullcc.gov.uk and select “**view details of your council tax, business rates or benefits**” or by e-mail: benefitssr@hullcc.gov.uk, by telephone (01482) 300 303, by fax: (01482) 613 680 or by text phone: (01482) 300 349, write to us at FREEPOST RSJC-KKBE-ABXZ, Revenues and Benefits, Hull City Council, Po Box 15, Hull. HU1 2AB. Please have your claim number ready or quote in any correspondence.

Guidance Notes Self-employed Income and Expenses form:

(complete in dark blue or black ink)

Please read these notes to help you fill in this Self-employed Income and Expenses form.

Part 3 Money coming into your business

Question 1 Money received for the sale of goods, produce and services Please give the amount of any sales, takings including money that is owed to the business unless it is a proven bad debt.

Question 4 Cash or capital Include any cash or capital you have put into the business to set it up or expand it, for example, loans, grants, personal cash.

Part 4 Money going out of your business

Question 1 Business Purchases Include things like stock and materials

Question 10 Debt recovery expenses Write the amount that it has cost you in recovering or trying to recover any debt

Question 11 Business overdraft charges This must be a business overdraft. Do not include any interest or loans or your own personal overdraft if you have one.

Question 12 Bank Charges These must be charges made on a business account, for example, administration charges for paying cheques into an account.

Question 15 Other business expenses Only include amounts spent for your business such as cleaning, special clothing, carriage, packing etc.

Question 16 Loan Payments Only include loans that you have taken out for your business. Do not include any loans you have taken out for personal use. Please note, we may only be able to take the interest element of your loan as an allowable expense.

Working for yourself HMRC Guidance If you are self employed you must register for self assessment with HM Revenue and Customs (HMRC) by telephoning 0300 200 3310.

There is one exception to this – if you are self employed, earn less than £2,500 per annum from your self employment **and** also have an employer (i.e. PAYE), you do not have to register for self assessment.

When you register for the first time you'll get a Unique Taxpayer Reference (UTR) number.

You can be prosecuted by HMRC if you do not register for self assessment.

Help & Guidance is available at:

<https://www.gov.uk/working-for-yourself/overview>
<https://www.gov.uk/register-for-self-assessment>
<https://www.gov.uk/working-for-yourself/what-you-need-to-do>

Examples of proofs required for Housing Benefit and Council Tax Reduction

Item of Income and Expenditure	Possible Proof
Sales, receipts, takings	Day books, Accounts
VAT received	Remittance advice and VAT Registration number
Other income into business	Receipts, vouchers, accounts
Business purchases, VAT paid out, wages paid out, rent on business premises, Business Rates, Gas, Electricity, Telephone, vehicle expenses, accountancy fees, insurance claims.	Receipts, vouchers, accounts
Proven Bad Debts	County Court Judgement
Debt Recovery Expenses	Receipts and/or invoices
Business overdraft charges	Bank account statement
Loans for business	Formal agreement with repayment terms
Other business expenses	Invoices, receipts
Car hire or lease	Formal car hire or lease agreement
Vehicle insurance	Policy document and proof of repayments