

## Income and Expenses Form for Self-Employed People

### About this form

This form is to give us details of your income and expenditure so that we can work out how much Housing Benefit, Council Tax Benefit or Council Tax Support you are entitled to. Fill in this form if:

- you have filled in a claim form for Housing Benefit, Council Tax Benefit or Council Tax Support, and
- you or your partner are self-employed, and
- you do not have any recent profit and loss accounts

If you have not sent in your Housing Benefit, Council Tax Benefit or Council Tax Support claim form yet, and you cannot complete this form straight away, send your claim form back without it. This is so that you do not lose benefit.

**For more information on benefits, please visit the website using the following link:**

[www.harrow.gov.uk/benefits](http://www.harrow.gov.uk/benefits).

### About You and Your Business

Last Name  First Name

Address

National Insurance (NI) number

When did you start your business?

How many people work for you?

Do you work from home? YES ☐ NO ☐

How many hours do you work each week?

What is your business address?

What is your Unique Tax Reference (UTR) number? *You will find this on any letter you have received from the Tax Office (HMRC)*

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**Please provide proof of your UTR, for example any letters from HMRC**

What is the nature of your business?

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Phone No.

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Fax No.

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### About Your Income and Expenses

**If you have been working as a self-employed person for 12 full months or more** please give us details of your income and business expenses for the last 12 complete months.

**If you have been working as a self-employed person for less than 12 full months** please give us details of your income and business expenses for as many complete months as you can.

**If you have been working as a self-employed person for less than 1 full month** please estimate your income and business expenses for the next 6 months. Please be as accurate as you can.

If you have been working as a self-employed person for less than 6 months we will work out your entitlement for 3 months only. You will then need to complete another one of these forms.

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The income and expenditure figures should not include VAT. There is a separate box for this.

The expenditure figures should include private use, but please give the percentage of the expense which you think was for private rather than business use, in the second column. Please note that depreciation cannot be counted as an expense for Housing Benefit purposes.

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Are you giving us details of your actual income and expenses or estimated? What period are the details for?

☐ Actual income and expenses

From     /     /

To     /     /

☐ Estimated income and expenses

From     /     /

To     /     /

(only if you have been working less than one full month)

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In this time were there any periods  
when your business could not trade?

YES

☐

NO

☐

If YES please give details:

From    /    /

Reason

To        /        /

From    /    /

Reason

To        /        /

## Money You Have Coming In To Your Business

Please give us details of your income in the boxes below. The section called "About Your Income and Expenses" tells you what period to give us the details for.

Type of income	Amount	Office use
Sale of goods and produce	£ <input type="text"/>	<input type="text"/>
Payment for work done & money from customers	£ <input type="text"/>	<input type="text"/>
Tips and commission	£ <input type="text"/>	<input type="text"/>
Business Start-up Allowance	£ <input type="text"/>	<input type="text"/>
Rent received	£ <input type="text"/>	<input type="text"/>
Sale of business assets	£ <input type="text"/>	<input type="text"/>
Interest on investments	£ <input type="text"/>	<input type="text"/>
Other income	£ <input type="text"/>	<input type="text"/>
please give details	<input type="text"/>	
Total		<input type="text"/>

## Money You Pay Out To Run Your Business

Please give us details of your expenses in the boxes below and tell us what percentage of the expense (if any) is for private use.

Type of expense	Amount	% Private use	Office use
Stock for resale	£		
Stock insurance	£		
VAT	£		
Goods and materials	£		
Tools and equipment	£		
Car/van running costs	£		
Travel (not between home and place of work)	£		
Partner's wages	£		
Staff wages (including NI contributions)	£		
Accountancy and legal fees	£		
Stationery and postage	£		
Telephones	£		
Rent	£		
Business and water rates	£		
Property insurance	£		
Heating and lighting	£		
Repairs and maintenance	£		
Bank charges	£		

Proven bad debts      £          

Other expenses:      £          

please give details     

	Capital	Interest	Office use
Loans	£		

Reason for loan     

HP	£		
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Reason for HP     

We can allow capital repayments for replacement items only.

**Total**

## Declaration

I declare that the information given on this form is true. I understand that the information I have given on this form may be shown to other departments of the Council.

**WARNING:** If you give us a false statement you may be prosecuted.

Signature      Date     



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