

Housing benefit/council tax benefit Self-employed income/expenditure sheet



Please complete both sides of this form **in full** if you are self-employed and do not have prepared profit and loss accounts. The information will be treated as strictly confidential.

Surname	
Fore Names	
Address	
Business Name (if any)	
Date business commenced	
Type of business	

Complete the declaration overleaf in respect of the last trading year. If you have not been trading for this long, enter figures for the whole period since your business started.

Specify exact period covered
From:
To:

Is it reasonable to assume that the trading figures for the next 6 months will be similar to those you have given on the other side of this form?	YES/NO (delete one) (If no, please give reasons in the space below)
Reasons:	

If you make regular contributions under a retirement annuity contract or personal pension scheme, please give details below and include proof.

Amount paid	
Frequency (eg monthly, weekly, etc)	

Declaration

I declare that the information given in this form is true and complete to the best of my knowledge and belief.

Signed:.....

Date.....

Amounts entered below must be relevant to your business income and expenditure only – please do not enter any personal use. If you have incurred any of these expenses as start up costs for your business, please explain on a separate sheet of paper.

INCOME	£
Payments for services and goods supplied	
Rent from (sub)letting of business premises	
Interest on monies held in bank, etc	
Tips and gratuities	
VAT collected (if VAT registered trader)	
Regular payments from the Single Regeneration Budget	
Other (please specify on separate sheet)	
<u>Gross Income</u>	
EXPENDITURE	£
Advertising	
Capital repayments on any loan used to repair an existing asset but only to the extent that the loan exceeds any sum paid, or due to be paid under an insurance policy for that repair	
Capital repayments on any loan used to replace an item of equipment or machinery which has worn out in the course of business, or has become outdated	
Cleaning of business premises	
Employees' wages (paid to domestic partner)	
Employees' wages (other than domestic partner)	
Employer's statutory scheme contributions, and employer's contributions to a pension scheme which is approved by the Inland Revenue and the occupational pensions board	
Fuel	
Heating and lighting	
Hire or rental costs (but not any capital or purchase elements)	
Interest payable under a credit sale, a consumer credit agreement or a hire purchase agreement (but not the capital elements of such payments)	
Sum spent on the repair of an existing business asset, but only to the extent that the cost of the repair exceeds any sum paid or due to be paid under an insurance policy for that repair	
Legal fees and/or accountancy charges connected with the business	
Mortgage and loan interest	
Rent, rates, water charges and insurance premiums on business premises	
Stationery	
Stock purchases	
Sundries/miscellaneous items	
Telephone, telex, fax costs	
Transport, for example business use of a car, including petrol costs, road tax, insurance and servicing (Do not include home to work costs unless you work from home)	
VAT paid (if VAT registered trader)	
Other (please specify on a separate sheet)	
<u>Gross Expenditure</u>	