



Our Ref: Downloaded from [www.northnorfolk.org/Benefits](http://www.northnorfolk.org/Benefits)  
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Claim reference (if known):  
Name:  
Address:

### Self-Employed Form (1)

#### Section One - About your business

Trading name of the business .....

Business Address

.....  
.....  
.....Postcode.....

Business telephone number.....

Nature of work conducted.....  
(If you are an online trader i.e. Ebay/Amazon - please also provide your user name)

Date business commenced.....

Start date of your current financial year .....

Average number of weekly hours worked .....

Is your business a partnership? YES / NO

If yes, what percentage of the total profit/loss is yours? .....%

Name & address of business partner(s)

.....  
.....  
.....

What percentage of the profit/loss is theirs? .....%

Is your husband/wife on the payroll of the business? YES / NO

If yes, what are his/her earnings? .....

Are there any other people on the payroll of the business? YES / NO

Do you use part of your own home for business purposes? YES / NO  
If yes give details: .....  
.....  
.....

**Section Two - About the business income**

Are you VAT registered? YES / NO

If yes please provide your VAT registration number.....

Do you have any prepared accounts (audited or otherwise) for the last financial year? YES / NO

If YES, provide an original set of accounts with this form - go to **Section Four**

If NO, state reason why and the date you expect to have them.....  
.....  
.....

**Section Three - Income and expenditure**

**Please complete this section if you do not have any prepared accounts for the last financial year or if you have not been trading for a full year.**

The details you provide should cover your last financial year OR if you have not been trading for a year, it should be the date that your business started until the current date. However, if you have only recently started up in business please supply an estimate of your likely income and expenses for the first three months trading.

**State the exact dates these figures cover:**

From ...../...../20..... To ...../...../20.....

**Income**

Sales / Takings / Income: £ .....  
Tips / Bonus etc: £ .....  
New Enterprise Allowance: £ .....  
VAT paid: £ .....  
VAT refunded: £ .....  
Opening stock: £ .....  
Closing stock: £ .....  
Cost of sales:  
(Purchases of materials, stock etc) £ .....

## Expenses

**You must only include amounts that relate solely to the business i.e. -**

Telephone expenses – If your telephone is for business and personal use you must work out the amount for business use only and only declare this amount.

### Remember, Business use only

Wages paid out: to self £ .....

to spouse/partner: £ .....

to others: £ .....

Rent (please specify what this is for): £ .....

Business rates: £ .....

Heating and lighting: £ .....

Cleaning: £ .....

Clothing: £ .....

Telephone: £ .....

Business insurance: £ .....

(Excluding motoring insurance)

Advertising: £ .....

Postage, printing and stationery: £ .....

Accountant charges: £ .....

Bank charges: £ .....

Hire & Leasing Charges: £ .....

(excluding long term vehicle lease)

Business loan repayments: £ .....

(Please provide your business loan agreement)

Costs incurred to start or expand the business i.e. purchases of tools, vehicles. Building costs £ .....

Repair / replacement of business assets: £ .....

(Do not include motoring costs or any items replaced by an insurance claim)

Business entertainment: £ .....

Depreciation: (wear and tear) £ .....

### Motoring expenses:

Car Lease: £ .....

Petrol: £ .....

Road Tax: £ .....

Insurance: £ .....

Repairs: £ .....

What type of vehicle do these expenses relate to? Car, van, lorry etc .....

**Other expenses**

**Description of expense**

**Amounts**

.....	£.....
.....	£.....
.....	£.....
.....	£.....
.....	£.....

**National Insurance**

Do you hold an exemption certificate? YES / NO

If YES, please provide evidence of this

**Personal pension contributions**

Do you contribute towards a personal pension scheme? YES / NO

If YES please confirm:

Amount paid £.....Frequency: Weekly / Monthly / Annually

You must provide proof of the scheme to which you belong and proof of the payments you have made.

**Future changes**

Is it reasonable to assume that the trading figures for the next 6 months will be similar to those provided above ? YES / NO

If NO, please explain the likely differences .....

.....  
.....  
.....  
.....  
.....

**You may be required to provide proof of any of the income and expense items listed to support your claim. We will contact you if these details are required.**

## Section Four - Declaration

**Please read this declaration carefully before you sign and date it.  
I understand the following:**

If I give information that is incorrect or incomplete, the Benefits Section may take action against me. This may include court action. You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the Council, rent offices and other Councils. You may use the information I have provided in connection with this or any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this. I know I must let the Benefits Section know about any change in my circumstances which might effect my claim. I declare the information I have given on this form is correct and complete.

Signature of self-employed person.....

Signature of person claiming if different from above.....

Date.....

### **Data Protection**

North Norfolk District Council will use your information for benefit purposes. We may share the information you have provided with other government departments or agencies and local authorities to check the accuracy of the information, as permitted by law. You have the right to ask for a copy of the information we hold on you, which is subject to the Data Protection Act 1998 (for which we may make a small charge), and to correct any inaccuracies.