Financial Statement for

Self-Employed People



About this form

Please fill in this form if:

- you or your partner are self-employed AND
- you are not sending any business accounts with your claim form

We use partner to mean a person you are married to or a person you live with as if you are married to them.

Do not fill in this form if:

you or your partner only work for an employer and do no self-employed work

Tell us about the main self-employed work.

How to fill in this form

This form must be filled in by the self-employed person. Please answer all the questions on this form. Give as much information as you can about any money you have received and any money you have paid out because of your self-employed work. We need totals over a period of one year unless you have been self-employed for less than one year.

About you	
National Insurance (NI) number:	
Surname or family name:	
All other names:	
Date of birth:	
Home address and postcode:	
About your partner (a perso	on you are married to or a person you live with as married)
About your partner (a personational Insurance (NI) number:	on you are married to or a person you live with as married)
•	on you are married to or a person you live with as married)
National Insurance (NI) number:	on you are married to or a person you live with as married)
National Insurance (NI) number: Surname or family name:	on you are married to or a person you live with as married)

About your self-employed work

1	What sort of self-employed work do you do?	
-		
2	On what date did you start your self-employed work?	
3	How many hours do you normally work hours each week?	hours
	By a week we mean the seven days beginning on a Manufacture all the time you spent on business activities sproviding estimates, or book-keeping.	
4	Do you have any business partners?	Yes No (If yes we will write to you for more details)
5	Address of Business	
6	Do you use your home (or part of it) in	
•	connection with your business?	☐ Yes (please give full details in box below) ☐ No
7	Do you receive a Business Start-up Allowance?	☐ Yes ☐ No
	This is also known as Enterprise Allowance	
	Please give the date of your first payment of Start-up Allowance	week ending
	What period is it for?	From To
	How much do you get each week?	£
	If the amount you get each week has changed since your payments commenced, please give details:	

- How many people work for you? 8
- Do you pay your *partner a wage? (*not business partner)

About income and expenses from self-employed work

We need to know what your income and expenditure are from your self-employment.

If you have been self-employed for more than one year we will need your income and expenditure details for the full year up to the date of your application for benefit.

If you have been self-employed for less than one year, you will still need to tell us about your income and expenditure for a full year. This means that you will have to supply a combination of actual and estimated income/expenditure (see examples below).

Example 1: If you have been self-employed for 30 weeks you will need to give details of your actual income and expenses for that 30 week period **and** you will need to **estimate** what your income and expenses are likely to be for the next 22 weeks.

Example 2: If you have been self-employed for four weeks you will need to give details of your actual income and expenses for that four week period **and** you will need to **estimate** what your income and expenses are likely to be for the next 48 weeks.

Assessing total income

The total income (or 'gross earnings') from your employment means all income (actual or estimated) coming into the business over the one year period.

Assessing total expenses

Staff wages/costs

Business rent/rates

Not all expenses are allowed to be set against your total income. The general rule is that expenses are only allowable if they are 'wholly and exclusively' incurred in the running of the business and that the expenses have been 'reasonably incurred' given the amount of expense and the nature of the business.

Telephone, postage, stationery

Bank charges

Business fuel costs

Accountancy charges

Examples of expenses that are allowable are:

St	ock purchases	Advertising	Hire and leasing charges
Ins	surance	Business travel	Repayments for replacement/repair of equipment
(T	he list is not an exhaustive list of a	llowable expenses)	
Exa	imples of expenses that are not allo	wable to be set against your total	income:
De	epreciation costs	Capital repayments on loans off than for the purpose of replacing repairing equipment	
	y expenses for domestic or vate use	Expenses in setting up or expanding the business	Any losses suffered in the running of some other business
	d debts, except proven bad bts	Any losses incurred before the accounting period for your inconexpenditure period	'Drawings' from the business ne/
(T	he list is not an exhaustive list of e	xpenses that are not allowed agai	inst income)
	r income for benefit purposes will be y National Insurance liabilities and 50% For what dates are you giving us	of any contributions to a personal p	
	Actual income and expenses	From	То
	Estimated income and expenses	From	То
11	Does the amount of money comir	ng into your business change a gr	eat deal at different times of the year?
	Yes (please give details)	No	
12	Does the amount of money you p	ay out of your business change a	great deal at different times of the year?
	☐ Yes (please give details) ☐ N	No	

Gross income from your self-employed work

13 Please give details of all gross income, before any deductions, relevant to your self-employment for the period you have written on page 3. If you are VAT registered all income totals should exclude VAT.

Тур	pe of income	Actual gross income (before deductions)	Estimated gross incom (before deductions)	е	For official use only
а	Money received for sale of goods, produce and work done including tips and commission. For example, turnover, gross receipts	£	£		
b	Business Start-up Allowance Enterprise Allowance	£	£		
С	Rent received	£	£		
d	Goods from the business for your own use (cost value)	£	£		
е	Subsidies	£	£		
f	Interest on investments	£	£		
g	Other income – please give details:	£	£		
				I Total	А

Expenses from your self-employed work

14 Please give details of all expenses relevant to your self-employment for the period you have written on page 3. Give the total amount of expenses including both business and private use but tell us the percentage for your own private use for every expense you are telling us about. If you are VAT registered for all expenses, totals should exclude VAT.

Type of expense	Actual expense	Estimated expense	Percentage for private use	For official use only
a Purchase of stock for resale	£	£	%	
b Stock insurance	£	£	<u></u> %	
c Travel (Travelling from home to work should be included in the % for private use box)	£	£	%	
d Accountancy	£	£	%	
e Legal Services	£	£	%	
			Total	

Ту	pe of expense	Actual expense	Estimated expense	Percentage for private use	For official use only
f	Vehicle running expenses including fuel, road tax, insurance, cleaning and repairs. (Travelling from home to work should be included in the % for private use box)	£	£	%	
g	Rent	£	£	%	
h	Business rates or Council Tax	£	£	%	
i	Water rates	£	£	%	
j	Property insurance	£	£	%	
k	Gas, electricity and other fuel costs, (not vehicle expenses)	£	£	%	
I	Repairs, maintenance and cleaning (not vehicle expenses)	£	£	<u></u> %	
m	Telephones (rentals and calls)	£	£	%	
n	Stationery, printing and post	£	£	%	
0	Advertising	£	£	%	
p	Staff wages including NI contributions	£	£	%	
q	*Partner's wages including NI contributions (*not business partner)	£	£	%	
r	Other insurance for business purposes (not NI contributions)	£	£	%	
s	Bank charges	£	£	%	
t	Capital repayments or loans for repair/replacement of equipment only	£	£	%	
u	Interest on business loans	£	£	%	
	(please give details of loans and purpose)				
V	Other expenses – please give details:	£	£	%	
		£	£	%	
		£	£	%	
		£	£	%	
				Total	

15	Are you registered for VAT?			
	☐ Yes ☐ No			For official use only
	How much VAT have you paid to HM Revenues at Customs?	nd	£	
	How much VAT have you received from HM Custo and Excise?	oms	£ B/F from page 4	
			B/F from page 5	
			Total	В
Mo	ore about your self-employed exper	ises		
16	Do you pay money towards a private pension?	☐ Yes ☐ No		
	How much £ every			
	Do not tell us about life insurance policies and end considered.	owment policies. The	ese types of policie	es cannot be
	Please send us a copy of the most recent pension	document which show	ws how much you p	pay.
De	eclaration			
you	Council is under a duty to protect the public funds have provided on this form within this Council for the information with other bodies administering public for the council for the information with other bodies.	ne prevention and det	ection of fraud. We	
= 1	understand that if I give information that is incorre	ct or incomplete, actio	on may be taken aç	gainst me.
= I	declare that the information I have given on this for	m is correct and com	plete.	
Wa	rning			
Any or c	person who provides false statements, information ontinues to receive Benefit when he or she knowing umstances which occur after the date the claim is not secution under the Thefts Acts of 1968 and 1978 or	yly fails to inform the (nade, shall be guilty o	Council of any relever f an offence and w	vant changes of rill be liable for
Sigi	nature:			
Dat	e:			
Pho	ne number:			
Fax	number:			
Plea	ase return this form to us straight away.			
Ву	Post:	In Person:		
Tun PO MA	refits Services bridge Wells Borough Council Box 1358 IDSTONE at ME14 9US	Gateway 8 Grosvenor Road Royal Tunbridge We OR Weald Informatio Stone Street, Cranb	on Centre	

If you have any questions please ring 01892 526121 and ask for Customer Services.

For office use only

Assessment Period:	to	=	weeks
	Gross Profit: Bo	x A	
minus	Allowable Expenses: Bo	х В	
equals	Chargeable Incor	me:	
Tax and National Insu	urance Contributions:		
	Chargeable Income:		
minus	Tax:		
minus	National Insurance:		
minus	50% Private Pension:		
equals	Net Profit:		