

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 person you are married to or a person you live with as married)

National Insurance (NI) number:

--	--	--	--	--	--	--	--

Surname or family name:

All other names:

Date of birth:

--	--	--

Home address and postcode:

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 Monday and ending on the following Sunday. Include all the time you spent on business activities such as actual work and things like looking for work, providing 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:

8 How many people work for you?

9 Do you pay your *partner a wage?

Yes No

*(*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

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.

Examples of expenses that are allowable are:

Staff wages/costs	Business fuel costs	Telephone, postage, stationery
Business rent/rates	Accountancy charges	Bank charges
Stock purchases	Advertising	Hire and leasing charges
Insurance	Business travel	Repayments for replacement/repair of equipment

(The list is not an exhaustive list of allowable expenses)

Examples of expenses that are not allowable to be set against your total income:

Depreciation costs	Capital repayments on loans other than for the purpose of replacing/repairing equipment	Business 'entertainment' expenses
Any expenses for domestic or private use	Expenses in setting up or expanding the business	Any losses suffered in the running of some other business
Bad debts, except proven bad debts	Any losses incurred before the accounting period for your income/expenditure period	'Drawings' from the business

(The list is not an exhaustive list of expenses that are not allowed against income)

Your income for benefit purposes will be your **total** income **less allowable** expenses. Allowances will then be made for Tax and National Insurance liabilities and 50% of any contributions to a personal pension scheme.

10 For what dates are you giving us details of your income and expenses?

Actual income and expenses	From	<input type="text"/>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated income and expenses	From	<input type="text"/>	<input type="text"/>	<input type="text"/>	To	<input type="text"/>	<input type="text"/>	<input type="text"/>

11 Does the amount of money coming into your business change a great deal at different times of the year?

Yes (please give details) No

12 Does the amount of money you pay out of your business change a great deal at different times of the year?

Yes (please give details) 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.

Type of income	Actual gross income (before deductions)	Estimated gross income (before deductions)	For official use only
a Money received for sale of goods, produce and work done including tips and commission. For example, turnover, gross receipts	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
b Business Start-up Allowance Enterprise Allowance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
c Rent received	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
d Goods from the business for your own use (cost value)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
e Subsidies	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
f Interest on investments	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
g Other income – please give details: <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Total			<input type="text"/> A

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	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
b Stock insurance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
c Travel (Travelling from home to work should be included in the % for private use box)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
d Accountancy	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
e Legal Services	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
Total				<input type="text"/>

Type 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)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
g Rent	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
h Business rates or Council Tax	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
i Water rates	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
j Property insurance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
k Gas, electricity and other fuel costs, (not vehicle expenses)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
l Repairs, maintenance and cleaning (not vehicle expenses)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
m Telephones (rentals and calls)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
n Stationery, printing and post	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
o Advertising	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
p Staff wages including NI contributions	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
q *Partner's wages including NI contributions (*not business partner)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
r Other insurance for business purposes (not NI contributions)	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
s Bank charges	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
t Capital repayments or loans for repair/replacement of equipment only	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
u Interest on business loans	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
(please give details of loans and purpose)	<input type="text"/>			<input type="text"/>
v Other expenses – please give details:	£ <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"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> %	<input type="text"/>
			Total	<input type="text"/>

15 Are you registered for VAT?

Yes No

How much VAT have you paid to HM Revenues and Customs?

£

For official use only

How much VAT have you received from HM Customs and Excise?

£

B/F from page 4

B/F from page 5

Total

B

More about your self-employed expenses

16 Do you pay money towards a private pension? Yes No

How much £ every

Do not tell us about life insurance policies and endowment policies. These types of policies cannot be considered.

Please send us a copy of the most recent pension document which shows how much you pay.

Declaration

The Council is under a duty to protect the public funds it administers, and to this end we may use the information you have provided on this form within this Council for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

- **I understand** that if I give information that is incorrect or incomplete, action may be taken against me.
- **I declare** that the information I have given on this form is correct and complete.

Warning

Any person who provides false statements, information or documents at the time of, or in support of his/her claim, or continues to receive Benefit when he or she knowingly fails to inform the Council of any relevant changes of circumstances which occur after the date the claim is made, shall be guilty of an offence and will be liable for prosecution under the Thefts Acts of 1968 and 1978 or the Social Security Administration Act of 1992.

Signature:

Date:

Phone number:

Fax number:

Please return this form to us straight away.

By Post:
 Benefits Services
 Tunbridge Wells Borough Council
 PO Box 1358
 MAIDSTONE
 Kent ME14 9US

In Person:
 Gateway
 8 Grosvenor Road
 Royal Tunbridge Wells
 OR Weald Information Centre
 Stone Street, Cranbrook

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

For office use only

Assessment Period: _____ to _____ = _____ weeks

Gross Profit: Box A _____

minus **Allowable Expenses: Box B** _____

equals **Chargeable Income:** _____

Tax and National Insurance Contributions:

Chargeable Income: _____

minus Tax: _____

minus National Insurance: _____

minus 50% Private Pension: _____

equals **Net Profit:** _____