

Rother District Council
Post Handling Service
PO Box 7081
Manchester
M28 8LE

Telephone (01424) 787000

Email: revenuesandbenefits@rother.gov.uk



Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Tel No.	<input type="text"/>

FOR OFFICE USE ONLY	
Claim Ref.	<input type="text"/>
Date issued	<input type="text"/>
Issuing Officer	<input type="text"/>

Income from self-employment

We need some more information to help us work out how much Housing and/or Council Tax Reduction we can pay. Please provide us with a contact telephone number, as this may help speed up the processing of your claim. If it is your partner who is self-employed please ask them to fill in this form.

If you are a Director of a company please provide your latest company accounts along with details of the income you receive from the company. We do not require you to complete or return this form.

If you have audited business accounts within the last 12 months please send them in. Original documents must be seen. If you send the originals by post they will be photocopied and returned to you on the same day as we receive them.

If your self employed income has changed since your business accounts were audited please complete this form.

If there has been no change to your self employed income since your business accounts were audited a letter confirming this will be acceptable. **You do not need to complete this form.**

Your business address (if different from above)

Type of business, and a brief description of the nature of the business.

How long have you been trading?

Are you a registered Child Minder?

Yes

No

Please provide your registration number

Please provide the exact dates of the self employed period you are telling us about.

From

dd / mm / yyyy

To

dd / mm / yyyy

Do you think your trading figures for the next 6 months will be the same as the last 12 months?
(please tick)

Yes

No

If not, please tell us why. For example, your work may be seasonal

Is your business a partnership? (please tick)

Yes

No

If Yes, what percentage of the business is yours?

%

Please tell us the name of your business partner

How many hours do you normally work each week?

Business income (remember your income should be the same period as your expenses)

What is the total income for the period you have told us about?

£

Do you receive any income from commission or interest?

£

Do you have any business loans?

£

Do you receive any other income from your business?

£

Please tell us what this other income is

Do you pay into a Pension Scheme?

Yes

No

If Yes, please provide
evidence of this

If you are running at a loss or have a low income please explain how you are meeting your day-to-day living expenses.

Business expenses (remember your expenses should be for the same period as your income)

	Actual total expense		For office use only
Rent, Rates and Mortgages for the business please provide evidence of this	£ <input type="text"/>		<input type="text"/>
Stock charges	£ <input type="text"/>		<input type="text"/>
Bank charges for business account please provide evidence of this	£ <input type="text"/>		<input type="text"/>
Accountant costs (and legal fees)	£ <input type="text"/>		<input type="text"/>
Hire / Leasing costs	£ <input type="text"/>		<input type="text"/>
Advertising, stationery and postage	£ <input type="text"/>		<input type="text"/>
Interest payments on business loans please provide evidence of this	£ <input type="text"/>		<input type="text"/>
Capital repayment on business loans please provide evidence of this	£ <input type="text"/>		<input type="text"/>
Repairs and maintenance of tools / equipment	£ <input type="text"/>		<input type="text"/>
Bad debts	£ <input type="text"/>	How much of this is for personal use?	<input type="text"/>
Miscellaneous	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Use of home as business purposes	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Heating and Lighting for the business	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Insurance (not motor) for the business	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

Please tell us what your miscellaneous items are for, giving individual breakdowns and costs.

Motor Expenses (remember your expenses should be for the same period as your income)

	Actual total expense	How much of this is for personal use?	For official use only
Petrol	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Diesel	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Insurance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Repair or maintenance	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>
Vehicle tax	£ <input type="text"/>	£ <input type="text"/>	<input type="text"/>

Staff Expenses (remember your expenses should be for the same period as your income)

	Actual expense		For official use only
Wages paid to spouse or non-business partner	£ <input type="text"/>		<input type="text"/>
Wages paid to employees	£ <input type="text"/>		<input type="text"/>
	Amount taken	Frequency of drawings	Official use only
Drawings by your spouse or non-business partner	£ <input type="text"/>	<input type="text"/>	<input type="text"/>
Drawings by your business partner	£ <input type="text"/>	<input type="text"/>	<input type="text"/>
Drawings by yourself (money you take from the business as a wage)	£ <input type="text"/>	<input type="text"/>	<input type="text"/>

Please explain why drawings are taken from i.e. business account or profits from the business

Please use this section for further explanations / clarifications

Declaration

Please read the declaration carefully.

- As far as I know, the information I have given on this form is correct and complete
- You may make any necessary enquiries to check the information on this form
- You may cross check the information I have given with other services in the council, other council or benefit authorities
- I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect benefit, I may be prosecuted.

Signature of self-employed person

Date

Your name (please print)

Warning - Housing Benefit

It is an offence under Social Security law for anyone to make a statement or produce information which they know to be false to claim Housing Benefit or Council Tax Reduction for themselves or another person. It is also an offence to fail to tell the Benefits Service of the Council about a change in circumstances which would affect their Housing Benefit or Council Tax Reduction. (Social Security Administration Act 1992, Sections 2 111 and 112.)

Warning - Council Tax Reduction

The law says you must let the Council know about any relevant changes in your circumstances within 21 days of the change. If you do not, you may have a £70 penalty charge added to your Council Tax account.

What to do next

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