

Income and Expenses Form for Self-Employed People

About this form

This form is to give us details of your income and expenditure so that we can work out how much Housing Benefit, Council Tax Benefit or Council Tax Support you are entitled to. Fill in this form if:

- you have filled in a claim form for Housing Benefit, Council Tax Benefit or Council Tax Support, and
- you or your partner are self-employed, and
- you do not have any recent profit and loss accounts

If you have not sent in your Housing Benefit, Council Tax Benefit or Council Tax Support claim form yet, and you cannot complete this form straight away, send your claim form back without it. This is so that you do not lose benefit.

For more information on benefits, please visit the website using the following link:

www.harrow.gov.uk/benefits.

About You and Your Business

Last Name First Name

Address

National Insurance (NI) number

When did you start your business?

How many people work for you?

Do you work from home? YES NO

How many hours do you work each week?

What is your business address?

What is your Unique Tax Reference (UTR) number? *You will find this on any letter you have received from the Tax Office (HMRC)*

Please provide proof of your UTR, for example any letters from HMRC

What is the nature of your business?

Phone No.

Fax No.

About Your Income and Expenses

If you have been working as a self-employed person for 12 full months or more please give us details of your income and business expenses for the last 12 complete months.

If you have been working as a self-employed person for less than 12 full months please give us details of your income and business expenses for as many complete months as you can.

If you have been working as a self-employed person for less than 1 full month please estimate your income and business expenses for the next 6 months. Please be as accurate as you can.

If you have been working as a self-employed person for less than 6 months we will work out your entitlement for 3 months only. You will then need to complete another one of these forms.

The income and expenditure figures should not include VAT. There is a separate box for this.

The expenditure figures should include private use, but please give the percentage of the expense which you think was for private rather than business use, in the second column. Please note that depreciation cannot be counted as an expense for Housing Benefit purposes.

Are you giving us details of your actual income and expenses or estimated? What period are the details for?

Actual income and expenses

From / /

To / /

Estimated income and expenses

From / /

To / /

(only if you have been working less than one full month)

In this time were there any periods when your business could not trade?

YES

NO

If YES please give details:

From / /

Reason

To / /

From / /

Reason

To / /

Money You Have Coming In To Your Business

Please give us details of your income in the boxes below. The section called "About Your Income and Expenses" tells you what period to give us the details for.

Type of income

Amount

Office use

Sale of goods and produce

£

Payment for work done & money from customers

£

Tips and commission

£

Business Start-up Allowance

£

Rent received

£

Sale of business assets

£

Interest on investments

£

Other income

£

please give details

Total

Money You Pay Out To Run Your Business

Please give us details of your expenses in the boxes below and tell us what percentage of the expense (if any) is for private use.

Type of expense	Amount	% Private use	Office use
Stock for resale	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Stock insurance	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
VAT	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Goods and materials	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Tools and equipment	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Car/van running costs	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Travel (not between home and place of work)	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Partner's wages	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Staff wages (including NI contributions)	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Accountancy and legal fees	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Stationery and postage	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Telephones	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Rent	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Business and water rates	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Property insurance	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Heating and lighting	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Repairs and maintenance	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Bank charges	£ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Proven bad debts £

Other expenses: £

please give details

	Capital	Interest	Office use
Loans	£ <input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for loan

HP £

Reason for HP

We can allow capital repayments for replacement items only.

Total

Declaration

I declare that the information given on this form is true. I understand that the information I have given on this form may be shown to other departments of the Council.

WARNING: If you give us a false statement you may be prosecuted.

Signature **Date**

