



Ref:	Prop Ref:	Tenure:	Date issued:
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INCOME FROM SELF-EMPLOYMENT

Name:

Address:

Business Address: (if different from above) Telephone No:

Type of Business:	How long have you been trading?
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Please answer the following questions and provide details of your income and expenses for the last 12 months by completing the statement overleaf.

If you have not been trading for this length of time, please provide details of your income and expenses for the period of time that you have been trading.

If you have only just started this business, please answer the following questions and overleaf, provide an estimate of your income and expenses for the next three months. If you have a business plan, please provide a copy of this.

Period covered by statement overleaf

Is it reasonable to assume that the trading figures for the next six months will be similar to those overleaf? If no, give reasons.

Is your business a partnership?	If yes, what % of the business is yours?
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INCOME

£

(For Office Use)

SALES AND WORK DONE	
COMMISSION, INTEREST ETC	
LOANS	
OTHER (please give details below)	

Details of other income

Do you receive a business Enterprise or Start-up Allowance? If so, how much per week do you receive and when is it due to end?

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EXPENSES

Business Use

Private Use

(For Office Use)

Accountancy/ Legal		
Advertising		
Bank charges		
Business loans (please enclose a copy of agreements)		
Business rates		
Cleaning		
Depreciation		
Entertainment		
Goods for resale		
Heating and lighting		
Hire of equipment		

(Expenses continued)

	Business Use	Private Use	(For office use)
Hire purchase (please enclose a copy of agreements)			
Insurance (NOT motor)			
Interest payments (please enclose copy of any agreement)			
Materials			
Mobile phone charges and call costs			
Postage and stationery (not printing)			
Purchases of goods for resale or stock			
Rent (of business premises only)			
Repairs and maintenance of equipment or tools			
Printing			
Subcontracting wages/costs			
Sundries/miscellaneous items			
Telephone			
Transport (other than motor)			
Water and/or sewerage rates			

Motor Expenses

	Business Use	Private Use	(For office Use)
Petrol			
Diesel			
Insurance			
Repairs/maintenance			
Tax			

Wages and Drawings

£

(For Office Use)

Wages paid to spouse or non-business Partner	
Wages paid to employees	
Drawings by yourself	
Drawings by spouse or non-business Partner	
Drawings by business partner	

Other Expenses (give details)

Business Use

Private Use

	Business Use	Private Use

Declaration

Please read this 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 sections of the Council, other councils and benefit authorities.
- I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect my benefit, I may be prosecuted.

We will keep this information confidential but if you fall behind with your rent or Council Tax payments, our recovery officer may need to read this form so that he or she can help you.

Your signature

**Your name
(in block capitals)**

Date