

**Housing Benefit and Council Tax Support for the Self Employed**

<p>Your Claim Reference :</p> <p>Name: (of self employed person.)</p> <p>Address:</p> <p>Your telephone number:</p>	<p>Test Valley Borough Council Revenues Service Beech Hurst Weyhill Road Andover Hants SP10 3AJ</p> <p>Telephone 01264 368000 Minicom 01264 368052 Email <a href="mailto:benefits@testvalley.gov.uk">benefits@testvalley.gov.uk</a> <a href="http://www.testvalley.gov.uk/">www.testvalley.gov.uk/</a></p>
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Anyone who has a responsibility to pay rent on a commercial basis may be able to get help with paying their rent. If you are responsible for paying Council Tax where you live you may be able to get help to pay your Council Tax. We need you to complete a full Housing Benefit and Council Tax Support form and provide the usual information required. In addition we need you to complete and return this form in order that your income from self employment can be assessed. Please provide your latest certified accounts if you have them. If you are recently self employed we will try to assess your claim using the estimates you provide. After 3 months we will review your circumstances to ensure that we have up to date information of your earnings.

**Please complete this form in BLACK ink and check that you sign the declaration.  
Please provide proof that you are registered as self employed with HM Revenue and Customs**

HMRC Registration Number .....

Do you hold a tax exemption certificate? Yes / No Please provide exemption certificate.

What is the name and address of your business? .....

What is the nature of your business? .....

Please provide a brief description of your normal daily work. Include things like time spent using the telephone, car and working from home.

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What date did your business commence? ..... Average hours worked per week? .....

Please give the name, address and telephone number of your accountant if you have one.

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Do you have business partners? YES / NO

If YES what percentage of the total profit/loss is yours? .....

Is your partner/spouse on the payroll of the business? .....

Are you making payments into a private pension scheme? YES / NO. If Yes, please provide proof of your private pension plan and the current amount that you pay.

**Fair Processing Notice**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Without identifying you, we may also use this information to help us plan and improve our services. For further information please visit our website [www.testvalley.gov.uk](http://www.testvalley.gov.uk)

To work out your earnings for benefit purposes we need to work out your profit before taxation. We will then take away any amounts you have had to spend to run your business. Please note that private expenses cannot be included as a business expense. You also cannot include losses that have or will be replaced from insurance claims. You cannot claim as an expense losses incurred as a result of expansion costs.

**About your business**

Please state the period of trading that this statement is for        /        /        to        /        /

<b>Sales, takings and income</b>	
<b>Other income eg Tips, commission</b>	
<b>Business Start up loan</b>	
<b>Gross Profit</b>	

<b>Type of expense</b>	<b>Actual expense</b>	<b>Amount for private use?</b>	<b>Period covered</b>
Gross wages paid to partner			
Gross wages paid to others			
Rent of business premises			
Mortgage interest on business premises			
Accountancy charges			
Advertising			
Bad debts:			
Business / water rates			
Business account bank charges			
Business entertainment			
Business insurance			
Heating & Lighting, business only			
Interest payments on business loans			
Motor : Fuel, insurance, repairs			
Postage			
Printing and Stationery			
Repair of assets			
Replacement and maintenance of assets			
Telephone			
VAT paid out			
Other expenses: please specify			
<b>Total expenses</b>			

**Declaration:** I understand that my benefit will be assessed based on my latest accounts (or statement of accounts) and will be reassessed when the appropriate years accounts are available.

I declare that to the best of my knowledge all the information given on this form is correct. I have no other income as a self-employed person other than that declared. I authorise the Council to make any enquires needed to verify the information.

Signed

Dated

It is your responsibility to keep us updated with any changes to your household or income as soon as the change occurs. You can e-mail us at [benefits@testvalley.gov.uk](mailto:benefits@testvalley.gov.uk) or telephone the benefits office on 01264 368000.

If you need independent advice about your claim you can contact your local Citizens Advice Bureau.