

**Housing Benefit
and
Council Tax Benefit**

Self-employed

This leaflet tells you if you can claim Housing Benefit and Council Tax Benefit if you are self-employed.

It also includes a form to fill in that gives us the extra information we need to help us work out your benefit if you or your partner are self-employed.



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Issued by:
Benefits Section
PO Box 524
13 Tonbridge Road
Maidstone
Kent
ME16 8HG.

Phone: 01622 602557



Part 4 - Income and spending (continued)



Include accounts that are for the business only. For example, if you have any private phone calls at work, you must take these away before you write down the figure for your phone bill.

Expenses

Drawings taken as cash, cheque or stock	£
Wages paid out to you	£
Wages paid to your husband or wife or partner you live with	£
Wages paid to others, including National Insurance	£
Rent for business premises (If you use your house, put down the rent that relates to the part of your house that you use for business.)	£
Business rates	£
Heating, lighting and power	£
Cleaning	£
Phone	£
Water rates	£
Mortgage interest for business premises	£
Insurances (not car)	£
Advertising	£
Printing and stationery	£
Postage	£
Accountancy and legal costs	£
Bank charges	£
Interest on a loan (You must send us the original loan agreement papers.)	£
Repairs and replacement of assets (but not including any motoring assets)	£
Was this covered by insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Part 4 - Income and spending (continued)

Leasing charges Please say what is leased.	£
Loan or hire purchase for capital equipment charges Please say what it is for.	£
Customer entertainment costs (for example, meals)	£
Bad debts	£
Other expenses (including travel costs and small tool costs) Please give details of these.	£
Car lease	£
Road tax	£
Petrol and diesel	£
Vehicle repairs and maintenance	£
Insurance	£
Give details of the vehicles and who owns them.	
You will need to be able to show receipts or invoices or other proof for all the items you have listed as expense items.	
Is it likely that the next six months' trading will be similar to the figures you have given on this form? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Part 4 - Income and spending (continued)

If 'No', please explain what is going to be different and why.

Part 5 - Other spending

Do you hold a National Insurance exemption certificate? Yes No

National Insurance contributions you have paid £

You must send us proof of your paid contribution.

Payments to a personal pension scheme £

You must provide proof of the scheme and of the payments you have made.

**Part 6 - Declaration
You must sign this.**

The information I have given on this form is true and complete. I understand that you will hold the information I have given here, and at other times, on a computer system under the terms of the latest Data Protection Act. You may use it for this claim and any other claim for social security benefits I have made or may make. You may give some information to other government organisations if the law allows this.

I will tell you about any changes in circumstances or income which might affect my benefit. I understand it is a criminal offence if I do not tell you about these changes.

I know that if I have given you incorrect or incomplete information, you may prosecute me. If this causes you to pay too much benefit, I may have to pay all the overpayment back to you.

Signature.....Date...../...../.....

Can I apply for benefit if I am self-employed?

You can apply for Housing Benefit and Council Tax Benefit if you are self-employed.

We will work out your benefit using your and your partner's income, savings and personal circumstances. To help us to assess your earnings, you should send us a copy of your latest business accounts. If you do not have accounts, you should fill in the form below and send it to us straight away.

If you need help or information, contact the Benefits Service at:

13 Tonbridge Road
Maidstone
Kent
ME16 8HG.

Phone: 01622 602557
E-mail: benefits@maidstone.gov.uk
Website: www.digitalm Maidstone.co.uk

The office is open
Monday to Thursday 8.30am to 5pm
and on Fridays from 8.30am to 4.30pm.

How will you work out my benefit?

We work out your Housing Benefit and Council Tax Benefit using your and your partner's income, savings and personal circumstances. As you are self-employed, we must work out your weekly earnings (after tax) from your business and add this to any other income you and your partner receive.

The application form asks you for the rest of the information we need, but as you are self-employed there are extra things we need to know about your business.

Please fill in the form below and return it to us as this will give us the extra information we need.

What about savings and personal expenses?

When we work out the profit of the business, we will add back in any savings you take from the business or any household or personal expenses you pay from the business. We work out your weekly earnings for benefit purposes using your share of the profit of the business.

Will you use my latest accounts if my current trading position has changed since they were done?

We will normally use your latest accounts as these will usually give an accurate picture of your trading position. However, if your business activity has recently been less, it may be possible to work out your benefit using more up-to-date figures.

You must still send us an original set of your accounts with your application for benefit or if we have asked for them, but you should also fill in the form below giving us details of your income and spending for the period following your accounts.

Why do you need the extra information asked for on the form?

If you are self-employed, we need to ask you more questions about your business so we can work out your benefit.

If you have had accounts prepared for your last financial year, you must send us an original set of these with this form. You will still need to answer some of the questions on the form below.

If you do not have any prepared accounts, we also need to ask you about your business expenses and earnings.

If you have not been trading for a full year, we need you to give us the information from the time you started your business up to now.

How will you work out my earnings?

To work out your weekly earnings for benefit purposes, we first need to work out your business profit before taxation. We will take away any amounts you have had to spend to run your business.

We do not take away any personal or household expenses or savings. We also do not take away the cost of buying or improving fixed assets in the business, drawings and so on, for benefit purposes.

We will then work out your weekly income based on this and take away income tax, National Insurance and 50% of any private-pension contributions you make, to give us the amount we need to work out your benefit.

If you are employed in a partnership or you are a share fisherman, your net weekly earnings (after tax) will be based on your share of the business profit.

Self-employed Information we need from you

Please fill in this form, remove it from the leaflet above and return it to us at the Benefits Service. You must answer all the questions.

Write your benefits reference number in this box, if you know what it is (it is usually shown on any letters we have sent to you).

Part 1 - Tell us about yourself

Your surname

Your first names

Your title (Mr, Mrs and so on)

Your National Insurance number

Your address (including your postcode)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode: <input type="text"/>

Your daytime phone number or mobile phone number

Are you an owner-occupier or a private tenant?

Part 2 - Tell us about your business

The trading name of your business

The business address (including the postcode)

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode: <input type="text"/>

Phone number

Fax number

Part 2 - About your business (continued)

What type of business is it?

What date did the business start?

What date is the start of your current financial year?

Is the business a partnership? Yes No

If 'Yes', what percentage of the total profit and loss is yours? %

You must send us the partnership agreement. (This must be the original, not a photocopy.)

How many hours a week do you usually work?

How many hours do you expect to work next week?

Is the person you are married to, or live with as if you are married, a partner in the business? Yes No

If 'Yes', what percentage of the total profit and loss is theirs? %

If 'No', are they on the payroll of the business? Yes No

If they are on the payroll, what are their weekly earnings? £

How many other people are on the payroll of the business?

Do you use part of your home for running the business? Yes No

If 'Yes', please explain what you do at home.

Are you getting Enterprise Allowance? Yes No

If 'Yes', when did it start?

Does your business:

- use any building or land other than your home? Yes No

- use any machinery or equipment? Yes No

- have any other assets? Yes No

Part 3 - About the accounts of the business

Have you any prepared accounts for the last financial year of trading? Yes No

If 'Yes', you must send us an original set of accounts with this form. Then go to Part 5. (If you feel that your accounts do not show your current trading position, fill in the rest of the form and give us the details of the income and spending of the business for the period following your accounts.)

If this is your choice, tick this box.

? We do not have to use the figures you give but may choose to do so if we feel that the level of the business has gone down.

When do you expect your accounts to be finished?

Have you received a tax assessment? Yes No

If 'Yes', you must send it to us with this form. It must be the original, not a photocopy.

Part 4 - About the income and spending of the business

Please say here the exact period covered by the figures you are giving. **A** from / /
B to / /

Give the figures below for the whole period or the period between A and B.

Sales takings and income received, including tips and commission £

Add VAT refunded £

Add any rent received £

Add Enterprise Allowance received £

Add interest on investments £

Add value of closing stock at date B £

Take away costs of sales (purchases) £

Take away VAT paid out £

Take away value of opening stock at date A £

Gross profit £

Were there any full weeks where you were not able to trade in this period? Yes No

If 'Yes', why (for example, illness or holiday)?