

Self employed earner - Certificate of earnings

If you receive a wage or hourly rate from a company you are classed as employed and do not need to complete this form.

	Officer	
Section 1 – Your name and address		
Name		Claim reference
Address		Post code

Section 2 – About your business

Business name and address
Postcode

Type of business	
Your Unique Taxpayer reference (UTR). Please provide letter sent to you by HM Revenues and Customs	
What date did your business start?	___ / ___ / ___
Start date of current financial year	___ / ___ / ___
Average number of hours you work per week	
Is your business a partnership?	yes / no
If yes, what percentage of the total profit or loss is yours? Provide your partnership agreement	%
Is your husband/wife/civil partner a partner in the business?	yes / no
If so, is your husband/wife/civil partner on the payroll?	yes / no
If yes, what are their earnings and how often are they paid? ie weekly, monthly	£ per
Have you had any of your husband/wife/civil partner's tax personal allowance transferred to you? (this is called the Marriage allowance)	yes / no
Are there other people on the payroll of the business?	yes / no
Do you use part of your home for business purposes? Give details	

Are you a director of the company? If yes, please provide proof of wages, dividends and all other income	yes / no
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Section 3 – About the business income

<p>Do you have any prepared accounts, audited or otherwise for the last financial year?</p> <p>If yes, please send the original accounts with this form – Go to Section 5</p> <p>If no, please give the reasons why and when you expect to have them</p> <p>If you haven't any prepared accounts or if you have been trading for less than a year – Go to Section 4</p>	yes / no
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Section 4 – Income and expenditure

Complete this section only if you do not have any prepared accounts or if you have been trading for less than a year

State the exact period this covers This should be the last financial year or from the date your business started to now	From ____/____/____ To ____ / ____ / ____
Sales, takings, income and tips	£
plus Vat refund	£
plus Enterprise allowance	£
plus Closing stock	£
Less cost of sales (purchases)	£
Less VAT paid out	£
Less opening stock	£
Gross profit	£
Expenses	
You must only include amounts which relate solely to the business eg phone calls. If calls are made, you must apportion the total costs and enter the amount of business use only	
Drawings, cash or stock	£
Wages paid - to you	£
- to your wife, husband or partner	£
- to other employees	£
Rent for business premises or proportion of your home rent for business purposes	£
Business rates	£
Heating and lighting	£
Cleaning	£
Telephone	£
Business Insurance	£
Advertising	£
Printing and Stationery	£

Postage	£
Accountancy costs	£
Bank charges	£
Business loan interest payments (please enclose copy of loan agreement)	£
Business asset repair or replacement (do not include motoring expenses)	£
Was the above covered by insurance?	yes / no
Leasing charges	£
What item(s) is being leased	
Business entertainment	£
Give details of your bad debts	£
Other expenses	Give details £ £ £
Motoring expenses	
Car lease	£
Road tax	£
Fuel	£
Repairs	£
Insurance	£
Who owns the vehicle(s)?	You/company
If owned by the business, do you use for your own personal use?	yes / no

I need to see proof of the income and expenses items above.

Are your trading figures for the next six months likely to be similar to those given above?
yes / no

If no, please explain why they may be different

Section 5 – Other outgoings

Your personal pension contributions	£	per week/month/year
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Section 6 – Declaration

Please read this declaration, then sign and date it

I understand;

- if I give information which is incorrect or incomplete you may take action against me
- You will use the information given to process my claim for housing, council tax benefit or council tax reduction. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I provide for this and any claim for Social Security benefits I make or make in the future. You may give some information to other government organisation if the law allows

I know I must let the council know about any changes in my circumstances which affect my claim. The information I have given on this form is correct and complete

Signature _____ Date _____