

**Self employed taxi driver - 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	<input type="text"/>
<b>Section 1- Your name and address</b>			
Name	<input type="text"/>	Claim reference	<input type="text"/>
Address	<input type="text"/>	Post code	<input type="text"/>

**Section 2 – About your business**

Business name and address
Postcode

Your Unique Taxpayer reference (UTR). Please provide letter sent to you by HM Revenues and Customs	<input type="text"/>
What date did your business start?	___ / ___ / ___
Did Kirklees issue your taxi driver licence?	<b>yes/ no</b> If no, please provide copy
How many hours <b>per week</b> do you work?	<input type="text"/>

Do you own your own taxi?	<b>yes / no</b>
If yes, is it Hackney Carriage <b>OR</b> Private Hire	Hackney Carriage <input type="checkbox"/> Private Hire <input type="checkbox"/>

Which local authority are you registered with?	<input type="text"/>
What is your badge number?	<input type="text"/>
When does your badge number expire?	___ / ___ / ___
What is your plate number?	<input type="text"/>
When does your plate number expire?	___ / ___ / ___

Current mileage	
Mileage at Local Authority inspection	
Test date	___ / ___ / ___

What is your car registration?	
What is the make and model of your car?	
On average, how much do you charge per mile?	£

Is your husband, wife or civil partner on the payroll of the business?	<b>yes / no</b>
If yes, what are his or her earnings and how often are they paid?	£                      every
Have you had any of your husband/wife/civil partner's tax personal allowance transferred to you? (this is called the Marriage allowance)	<b>yes / no</b>
Are there any other people on the payroll of the business?	<b>yes / no</b>
If yes, give details	
Do you use part of your own home for business purposes?	<b>yes / no</b>
If yes give details:	

### Section 3 – Driver type

Please complete section A, B or C depending on your circumstances.

#### A. Owner drivers

Do other drivers use your vehicle

yes / no
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If yes, please confirm how much they each pay you and how much mileage they have worked.

Fee	Mileage
£	
£	

Please give the name and address of other driver(s)

#### B. Trackers - drivers who do not own their own car

Please give the name and address of the person you are tracking the vehicle from

How much do you pay for tracking the vehicle, and how often do you use it?

Fee	How often
£	

Please provide a letter from **the owner of the vehicle** confirming this. It must include their name and address.

#### C. Driving for a company with a pool of cars

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

Please give the name and address of the company you work for

How much do you pay to drive the cars and what mileage do you do each week?

The company should have records of the mileage you do.

Fee	Mileage
£	

The information you have provided will be checked against records held by the Kirklees Licensing Department.

#### The next step

**Go to section 6** if you can send us a copy of your latest certificated profit and loss accounts.

**Go to section 4** if no accounts are available, or you have not been trading for a full year.

Section 4 - Income and expenditure

Please complete this form using for your last financial year OR if you have not been trading for a year, use the date your business started until the current date.

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Income

Fares	£	+
Tips	£	+
Other	£	=
Gross profit	£	

Expenses

Drawings, cash	£
Wages paid out to:	
self	£
spouse or partner	£
others	£
Rent for premises- Business premises or proportion of your home rent attributed to business	£
Rent for radio	£
Business rates	£
Heating and lighting	£
Cleaning	£
Telephone	£
Business insurance	£
Advertising	£
Printing, stationery and postage	£
Accountants charge	£
Bank charges	£
Interest payments on business loan	£
Repair or replacement of business asset (Do not include motoring)	£
- Was this covered by insurance?	yes / no
Other, please give details	£

Please enclose copy of loan agreement

Motoring expenses

Badge	£
Plate	£
Road tax	£
Repairs	£
Insurance	£
Petrol, diesel and oil	£
Local authority licences	£
Cleaning	£
MOT	£
Other, please give details	£

Is it reasonable to assume that your trading figures for the next six months will be similar to those given above?

yes / no
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### Section 5 – Other outgoings

Do you contribute to a personal pension scheme?

yes / no

If yes, how much and how often?

£

weekly / monthly / annually

You must provide proof of the scheme to which you belong and of the payments made.

### Section 6 – Supporting evidence

Please provide a copy of the following information, if relevant, to support your claim:

Driving licence

Insurance certificate

Taxi driver licence if not issued by Kirklees

Both identification badges

Private hire driver licence

Vehicle licence

Your latest certificated profit and loss accounts

Business loan agreement

Proof of your pension scheme and of payments made

### Section 7 – Declaration

**Please read this declaration carefully before you sign and date it.**

I understand that the Customer and Exchequer Service will use the information I have provided to process my claim for housing benefit, council tax benefit or council tax reduction. In the process they may:

check some of the information with other sources within the council, rent offices, and other councils;

use any information I have provided in connection with this and any other claim for Social Security benefits that I have made, or may make;

give some information to other government organisations, if the law allows this.

**I know** I must let the Customer and Exchequer Service know about any changes in my circumstances which might affect my claim, and that the council may take action against me if I give incorrect or incomplete information.

**I declare** The information I have given on this form is correct and have provided all evidence needed to support my claim.

Signature

Date