



Customer Services  
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## STATEMENT OF SELF EMPLOYED INCOME

This form is to be completed in full by self employed claimants. The information provided will be treated in confidence. **DO NOT FORGET TO SIGN THE DECLARATION ONCE FULLY COMPLETED.**  
**Please refer to the notes on page 4 before completing this form.**

### 1. PERSONAL DETAILS

Name Address
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### 2. ABOUT YOUR BUSINESS

Name and address of business	Type of business
	Number of hours worked per week

Date business commenced ___ / ___ / _____	Start date of your current business year ___ / ___ / _____
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Is your business a partnership? <b>YES / NO</b>	If <b>YES</b> , what percentage of the profit/loss is yours? (please provide partnership agreement)	%
Is your husband/wife/civil partner a partner in the business? <b>YES / NO</b>	If <b>YES</b> , what percentage of the profit/loss is theirs?	%
Is your husband/wife on the payroll of the business? <b>YES / NO</b>	If <b>YES</b> , what are his/her earnings? £ <b>Every</b>	
Are there any other people on the payroll of the business? <b>YES / NO</b>	If <b>YES</b> , please provide details	
Do you use part of your own home for business purposes? <b>YES / NO</b>	If <b>YES</b> , please provide details	

### 3. IF YOU CONTRIBUTE TO A PERSONAL PENSION, PLEASE STATE

Amount paid £	Frequency of payment (e.g. weekly, monthly etc)
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**4. SELF ASSESSMENT - INCOME TAX**

Please send your latest self assessment tax return form. If this is not available please state the reason.

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**5. ABOUT THE BUSINESS INCOME**

Do you have prepared accounts (audited or otherwise) for the last financial/business year? <b>YES / NO</b>	If <b>YES</b> , DO NOT complete the income and expenses section but enclose the original accounts with this form
If <b>NO</b> , please state the reason why and the date you expect to receive them.	

**6. INCOME AND EXPENDITURE - Please refer to the notes on page 4.**

Please complete this statement for the period stated in the accompanying letter. Alternatively, please complete this statement in respect of your last **trading year**. If you have just started self employment you should provide a projection for a period of at least three months. If you have already started trading but only for a short period enter figures from the date your business commenced to date. **Please enter exact period covered by this statement - From \_\_/\_\_/\_\_\_\_ To \_\_/\_\_/\_\_\_\_**

SALES/TAKINGS/INCOME <b>plus</b>	£
VAT REFUNDED (If applicable, i.e. if you are VAT registered)	£
<b>TOTAL</b>	<b>£</b>
<b>Less</b>	
COST OF SALES (purchases other than those listed below)	£
VAT PAID	£
<b>GROSS PROFIT</b>	<b>£</b>

**EXPENSES - YOU MUST ONLY INCLUDE AMOUNTS THAT RELATE SOLELY TO THE BUSINESS**

e.g. Telephone - if private calls are made you must apportion the total cost in accordance with the amount of private use and enter the amount for business use only.

DRAWINGS (CASH OR STOCK)	£
WAGES PAID (TO SELF)	£
WAGES PAID (TO SPOUSE/PARTNER)	£
WAGES PAID (TO OTHERS)	£
RENT (Business premises)	£
RENT (Proportion of the rent you pay for your home attributed to business)	£
BUSINESS RATES	£
HEATING	£
LIGHTING	£
TELEPHONE	£
BUSINESS INSURANCE	£
ADVERTISING	£
PRINTING AND STATIONERY	£
POSTAGE	£
ACCOUNTANTS CHARGES	£
BANK CHARGES	£

INTEREST PAYMENTS ON BUSINESS LOAN (please enclose a copy of the loan agreement)	£
CAPITAL REPAYMENTS ON LOANS FOR REPAIRING AN EXISTING BUSINESS ASSET (EXCEPT TO THE EXTENT THAT ANY SUM IS PAYABLE UNDER AN INSURANCE POLICY FOR THIS). PLEASE ENCLOSE EVIDENCE	£
CAPITAL REPAYMENTS ON LOANS FOR REPLACING BUSINESS EQUIPMENT OR MACHINERY. PLEASE ENCLOSE EVIDENCE	£
INCOME SPENT ON REPAIRING AN EXISTING BUSINESS ASSET (EXCEPT TO THE EXTENT THAT ANY SUM IS PAYABLE UNDER AN INSURANCE POLICY FOR THIS). PLEASE ENCLOSE EVIDENCE	£
LEASING/HIRE CHARGES	£
Please provide details	
BUSINESS ENTERTAINMENT	£
EXPENSES INCURRED IN THE RECOVERY OF ANY BAD DEBT (PLEASE ENCLOSE EVIDENCE)	£
DEPRECIATION	£
OTHER EXPENSES (PLEASE GIVE DETAILS)	
	£
	£
	£
	£

**MOTOR EXPENSES** - Please apportion between business and private use and enter ONLY the amounts that relate SOLELY to the business

ROAD TAX	£
PETROL/DIESEL	£
REPAIRS	£
MOT	£
INSURANCE	£

<b>TOTAL EXPENSES</b>	£
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**YOU MAY BE REQUIRED TO PROVIDE EVIDENCE OF ANY EXPENSE ITEMS LISTED. THE BENEFITS SECTION WILL CONTACT YOU IF NECESSARY.**

Is it reasonable to assume that trading figures for the next six months will be similar to those provided above?	<b>YES / NO</b>
If <b>NO</b> , please explain the likely differences	

**7. DECLARATION**

I declare that the information given on this form is true and complete to the best of my knowledge. I authorise you to make any enquires to verify the information given on this form. I understand that giving false information may result in prosecution.

Signed _____	Dated _____
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# Explanatory Notes

## Sales/ Takings/ Income

Enter the total amount of income that you have generated (or money that you have made) for the period covered by the statement. Note that the term 'sales' can relate not only to the sale of actual goods or products but also to the sale of services, for example, if you are a gardener or a painter/decorator

## Cost of Sales

These are costs that you incur (other than those listed under expenses) in order to create or obtain your product, for example:

- The cost of stock you buy for resale
- Materials or components that you need to make your product

## VAT (Value Added Tax)

VAT is a tax that is charged on most business transactions in the UK. If your business is VAT registered, in most cases you will:

- Charge VAT to your customers on the goods and services that you provide
- Re-claim the VAT that you pay when you buy goods or services for your business

## Gross Profit

The figure that should be entered here is calculated as follows:

- Sales/Takings/Income **plus**
  - VAT Refunded (if applicable) **plus**
  - Value of closing stock or stock in hand **less**
  - Cost of sales **less**
  - VAT paid **less**
- Value of opening stock