



Derby City Council

Housing Benefit and Council Tax Support Self-employed Income Form

If you want to claim Housing Benefit or Council Tax Support, fill in and return this form to tell us about any self-employment.

This form should be completed by the self-employed person within the household

Section 1 – About you

Full name:	
Address:	
Postcode	
Claim reference:	NI Number:
Phone number:	Email address:
How many businesses are you involved in?	Please fill in one of these forms for each business

Section 2 - About your business

Name and Address of your business:	
If you run your business from your home address, please describe the activities undertaken and the number of hours that you spend working at home:	
What type of business is it?	
Please give a brief description of your normal daily work:	
When did you start the business? DD / MM / YYYY	When is the start date of your current financial year DD / MM / YYYY
What date did you register with HMRC as self-employed? DD / MM / YYYY	HMRC registration number:

Average number of hours worked each week:		Do you have any employees, if so how many?
Are you the Director of the company or business?	Yes/ No	If 'Yes' please go straight to Section 3
Do you pay into a Private Pension scheme?	Yes/ No	If 'Yes' please tell us how much you pay and how often £ Weekly/Monthly/Annually Please provide proof with this form
Is your business a Partnership?	Yes/ No	
If 'Yes' tell us how many Partners there are in the business:	What percentage of profit is yours? %	
Are any of the partners on the payroll?	Yes/ No	If 'yes' how much are they paid £ Weekly/monthly
What are the names and addresses of the other partners?		

Please go to Section 4, unless you are a Company Director

Section 3 – Special Business Arrangements

For completion by Company Directors of Limited Companies only

Company Directors are not considered to be self-employed under Housing Benefit or Council Tax Support rules.

Do you take a salary from the net profit of the Company?	Yes/ No	If 'yes' how much is your annual salary before any Tax or National Insurance are deducted? £
We need to see your wage slips, if you receive these		
If a listed Company do you receive any share or dividend income?	Yes/ No	If 'yes' what is the value of your share dividend per annum £
What is the capital value of your Company?	£	
We need to see the business profit & loss accounts and balance sheets		
If you are a Company Director, please go straight to the declaration on page 6		

Section 4 – Business account details

- If you have **annual accounts prepared by an accountant**, please complete their details below and enclose a copy of your latest profit and loss account

Accountants name and address:

Now go to Section 5

- If you have **been trading for less than three months**, we will need an **Estimate of your income/expenses for your first three months of trading**. Please complete details using the tables below.
- If you **do not use an accountant for your business**, please complete your **Actual income/expenses in the tables below**

Please confirm which period of trading you are giving figures for:

From DD/ MM / YYYY to DD/ MM / YYYY

4a - Income from self employed work

Type of Income	Actual Income	Estimated Income (only complete this section if you have been trading for less than three months)
Money received for sale of goods, produce and work done	£	£
Rent received (if any part of your business involves renting property out to others)	£	£
Goods from the business for your own use (cost value)	£	£
Interest on investments	£	£
Other income (please give details)	£	£
TOTAL	£	£

4b - Expenses from your self employed work

If you are a child minder, you do not need to tell us about your expenses

Type of Expense	Actual Expense	Estimated Expense (only complete this section if you have been trading for less than three months)	% Business Use
Gross wages paid to yourself or drawings	£	£	
Gross wages paid to your spouse or domestic partner	£	£	
Gross wages paid to employees	£	£	
Rent for business premises	£	£	
Cleaning and maintenance of business premises	£	£	
Accountancy charges	£	£	
Legal fees	£	£	
Advertising and stationery	£	£	
Postage and delivery costs	£	£	
Business rates	£	£	
Water rates	£	£	
Business bank account charges	£	£	
Business insurance (excluding vehicle insurance)	£	£	
Heating and lighting (business only)	£	£	
Vehicle expenses – fuel	£	£	
Vehicle expenses – insurance	£	£	
Vehicle expenses – maintenance/repairs	£	£	
Repair, replacement and maintenance of business assets	£	£	
Telephone and internet	£	£	
New equipment to improve or expand your business	£	£	
Equipment rental	£	£	
Protective clothing/Uniform	£	£	

Type of Expense	Actual Expense	Estimated Expense (only complete this section if you have been trading for less than three months)	% Business Use
Subscription to professional organisations	£	£	
Any other expenses – please list below	£	£	
If you are registered for VAT, please tell us your registration number:			

Section 5 - Loans for your business

5a - Loans taken out to set up or expand your business	
Total capital repayment	£
Total interest repayment	£
What period does the loan cover?	
From DD/ MM / YYYY to DD/ MM / YYYY	
5b - Loans taken out to repair or replace any machinery, equipment or assets (where not covered by insurance)	
Total capital repayment	£
Total interest repayment	£
What period does the loan cover?	
From DD/ MM / YYYY to DD/ MM / YYYY	

Now go to the declaration on page 6

Declaration

Important – please sign to confirm you have read and understood the statement below

I understand that my assessment will be based on my latest accounts (or my declared Income and Expenditure for my self-employed business) and will be re-assessed when the appropriate year's accounts are available.

I understand that I must provide my latest annual accounts, as soon as they are available to me. If I do not have accounts prepared by an accountant, I must provide an annual statement of account.

I will notify Derby City Council immediately, if my income changes significantly from what I have declared on this form.

I understand that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

Signed:

Date:

Please return this form to Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS

Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.