

Please return this form by emailing a digital photograph or scan of the full document to [benefits@peterborough.gov.uk](mailto:benefits@peterborough.gov.uk), or alternatively post the form to Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF



Claim No \_\_\_\_\_

## Self Employed Earnings Form

If your business is a Limited Company you do not need to complete this form. You will need to provide confirmation of your income, dividends and your business' latest accounts.

Name		Telephone number	
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<b>Home Address:</b>          
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Business Trading Name	Business Address (if different to your home address above)

Business Telephone Number	Type of Business

Date Business started	Average number of Hours worked each week

Is Your Business a partnership?      Yes       No

If you have answered "Yes" what percentage of the business is yours?  %

Details of your partner(s) and the percentage(s)

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Please tick one of the following boxes.

I have been trading for more than one year and have prepared certified / audited accounts for the last financial year.

**Please provide the original accounts along with this completed form.**

I have been trading for more than one year but do not have prepared certified / audited accounts.

**Please complete the rest of this form with details of the last financial year.**

I have just started trading.

**Please complete the rest of this form with projected figures for the first 3 months.**

We may need to contact you for further evidence to support the details you have given.

Please state here the exact period the your details are for

<b>FROM:</b>	<b>TO:</b>
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### INCOME

SALES/TAKINGS/INCOME	£
TIPS	£
OTHER (Including Government Grants / awards etc)	£
Gross Income	£

### EXPENSES

Please only include amounts that solely relate to the business.

If an expense covers business and personal use please state below.

GENERAL EXPENSES	Total	Business	Private
Stock Purchases	£	£	£
Rent of separate business premises.	£	£	£
Business Rates	£	£	£
Heating and Lighting of separate business premises.	£	£	£
Cleaning	£	£	£
Telephone Charges	£	£	£
Stationery / Postage	£	£	£
Bank Charges for business account(s)	£	£	£

<b>VEHICLE EXPENSES</b>	<b>Total</b>	<b>Business</b>	<b>Private</b>
Car Lease	£	£	£
Petrol / Diesel	£	£	£
Road Tax	£	£	£
Repairs	£	£	£
Insurance	£	£	£
<b>OTHER</b>			
Wages – self	£	£	£
Wages – spouse	£	£	£
Wages – other	£	£	£
Business entertainment	£	£	£
Business Insurance	£	£	£
Interest payments of a business loan	£	£	£
Other – please specify	£	£	£

**If you have declared interest payments on a business loan you will need to provide a copy of the loan agreement.**

		<b>Did you take out a loan to cover this cost?</b>	<b>Was this expense covered by your insurance?</b>
Repair of a business asset	£	Y / N	Y / N
Replacement of a business asset	£	Y / N	Y / N

<b>Bad Debts (please specify below)</b>	£
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Is your business VAT registered?

Yes  No

If "Yes" please give details here

VAT Paid	VAT Refunded
£	£

**You may be required to provide proof of any items listed – if so then we will write to you**

Do you have a separate bank account for the business?

Yes  No

If you have answered "Yes" please enclose statements for the whole period.

Is it reasonable to assume that the trading figures for the next 3 to 6 months will be similar to those quoted?

Yes  No

If you answered "No" please detail below why it is likely to differ.

### Personal Pension Contributions

Do you currently contribute to a pension scheme? Yes  No

If you answered "Yes" please provide the details below and proof of these payments.

Pension Contributions	£	How Often?	
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### YOUR DECLARATION

**Please read this declaration carefully before you sign and date it. I understand the following:**

That I am responsible for the information supplied on this form. If the information supplied within this form and evidence given in support of it is false, misleading, incorrect or incomplete, the council may take action against me, which could result in me being prosecuted in court.

That I may be asked to repay any overpaid benefit as a result of false misleading, incorrect or incomplete information supplied on this form OR as a result of not declaring a change of circumstance that might affect my entitlement to benefit, without prejudice.

You may use any information I have provided to process my claim for Housing Benefit or Council Benefit or both.

You may check some of the information with other sources within the council and other councils.

You may use any information I have provided in connection with this and any other claim for the Department for Work and Pensions benefits that I have made or may make.

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

**I know** I must let the council know about any change in my circumstances as soon as possible  
**By email** to [benefits@peterborough.gov.uk](mailto:benefits@peterborough.gov.uk)  
**By Post** to 'The Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF'

I declare the information I have given on this form is correct and complete.

Signature

Date