



CLAIM FORM FOR HELP WITH YOUR RENT AND/OR COUNCIL TAX

Part 7 Extra information: Self-employed earnings

Your name and address:

For office use only

Issue Date / /

Claim Number

- Please use this form to tell us about your self-employed earnings.
- You must fill in one of these forms for each separate self-employment.
- Please make sure the figures provided for income and expenses cover the same period.
- Please answer all the questions that apply to you on this form.
- You must also fill in the main claim form for help with your rent and/or Council Tax Reduction.
- A business partner is someone you are in partnership with, for business reasons.
- You must fill in all the boxes where we have asked you to answer 'Yes' or 'No'.

Part A: About your business

Business name

Date your business started / /

Business address
(including postcode)

Start date of your financial year / /

Type of business

Is this your only work? Yes ☐ No ☐

If 'No', please fill in an extra self-employed earnings form for each self-employment, or tell us about your earnings from an employer on the main form.

On average, how many hours do you work each week? hours

Is your business a partnership? Yes ☐ No ☐

If 'Yes', please give details of all business partners and their share of the total profit or loss You %

Name of other business partner %

Name of other business partner %

Do you use part of your own home for business purposes? Yes ☐ No ☐

If 'Yes', how many hours a week do you use your home for business purposes? hours

Is there a room which you only use for business purposes? Yes ☐ No ☐
(we may need to ask you to give us more details.)

Is your partner on the payroll of the business? Yes ☐ No ☐
(If 'Yes', please show their earnings in part 8 on page 14 of the main form)



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Part B: About the business income

Do you have any prepared accounts (audited or otherwise) for the last financial year? Yes ☐ No ☐

If 'Yes', please send an original set of accounts with this form and go to part **D**.

If 'No', please tell us in the box opposite
why and the date you expect to have them

.....
.....

Date:/...../.....

If you do not have any prepared accounts or if you have not been trading for a full year, please remember to complete part **C**.

Do you have your latest schedule **D** tax assessment? Yes ☐ No ☐

If 'Yes', please return it with this form and your
audited accounts. If 'No', please tell us why and
the date you expect to receive it.

.....
.....

Date:/...../.....

Part C: Income and spending

Only fill in this part if you do not have any prepared accounts for the last financial year or if you have not been trading for a full year. Otherwise, go straight to part D on page 4.

What is the exact period covered? From/...../..... To/...../.....

(This should be your last financial **or**, if you have not been trading for a year, it should be the date your business started until today's date.)

Income

Sales, takings or income
(This also includes any retainer, regular payments or
commissions received.)

£

Plus VAT refunded

£

Plus Enterprise Allowance or other government grants

£

Plus closing stock

£

Less cost of sales (purchases)

£

Less VAT you have paid

£

Less opening stock

£

Gross Profit £



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Part C: Income and spending (continued)

Expenses

Where expenses do not relate only to the business, please tell us how much is for business use and how much is for personal use. For example, if you make business calls from your home phone, you must work out the amount on your phone bill that was for business use and give us that amount in the business column. You should write the remaining amount in the personal column. (Please note you may be required to provide proof of any income and expenditure detailed on this form. We will contact you for this if necessary.)

	Personal	Business
Drawings (cash or stock)		£
Your wages		£
Your partner's wages		£
Other people's wages		£
Rent	£	£
Business rates		£
Heating and lighting	£	£
Cleaning	£	£
Phone	£	£
Business insurance		£
Advertising		£
Printing and stationery	£	£
Postage	£	£
Accountant's charges		£
Bank charges		£
Interest payments on a business loan (Please enclose a copy of your loan agreement)		£
Repairing or replacing business assets (Do not include vehicles)		£
Was this covered by insurance?		Yes ☐ No ☐
Leasing charges		£
Please say what you lease		
Business entertainment		£
Bad debts (for example a debt that cannot be collected)		£
Please give details		
		



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Part C: Income and spending (continued)

	Personal	Business
Other expenses	£	£
Please give details		

Motoring expenses

Vehicle lease	£	£
Road tax	£	£
Fuel	£	£
Repairs	£	£
Insurance	£	£
Who owns the vehicle?	You ☐	Your business ☐
If 'Your business', do you also use it for personal use?	You ☐	Your business ☐
If 'Yes', what percentage of the use is for business?		

We will contact you if we need proof of any of the expenses you have listed.

Is it reasonable to assume that the trading figures for the next six months will be similar? Yes ☐ No ☐

If 'No', please explain the likely differences
.....
.....
.....
.....

Part D: Other outgoings

Do you hold a National Insurance exemption certificate? Yes ☐ No ☐

If 'No', please tell us how much National Insurance you pay and how often

Do you make contributions to a personal pension scheme? Yes ☐ No ☐

If 'Yes', please tell us how much you pay and how often
(Please send us proof.)

Do you receive Marriage Allowance? Yes ☐ No ☐
(Marriage allowance is tax break benefit that Married Couples and Civil partners can apply for providing they meet the specified requirements. Contact HM Revenue & Customs for advice or to apply)



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Part E: Your declaration

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

- I declare that the information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that you will use the information I have provided to assess my entitlement to Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by law.
- I understand that you may use any information I have given in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private companies, if the law allows this.
- I know that I must let you know in person, over the phone or in writing about any change in my circumstances which may affect my claim.
- I must notify Customer Services of any significant changes I have. These may include changes to income, expenditure, staffing, a change to the nature of the business or if I stop trading for any amount of time.
- I understand that you are under a duty to protect the public funds you handle, and for this reason you may use the information I have provided on this form to prevent and detect fraud. You may also share this information, for the same purpose, with others responsible for auditing or handling public funds.
- I will submit my accounts on a yearly basis once finalised.

Signature of person claiming

Date: / /

Please return your form to your local council contact centre.

Part F: Contact information

By phone: 0300 100 1800

8:45am to 5pm Monday to Thursday
8:45am to 4pm Friday

By e-mail: customeradvice@scotborders.gov.uk

Online: You can use our online benefit calculator or find out more about Housing Benefit, Local Housing Allowance and Council Tax Reduction at www.scotborders.gov.uk



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Part F: Contact information (continued)

Council contact centres located in the following towns:

DUNS	49 Newtown Street, Duns, TD11 3AU
EYEMOUTH	Old High School, Coldingham Road, Eyemouth, TD14 5AN
COLDSTREAM	Gateway Centre, High Street, Coldstream, TD12 4AE
HAWICK	High Street, Hawick, TD9 9EF
JEDBURGH	Jedburgh Campus, Jedburgh, TD8 6HH
KELSO	Bowmont Street, Kelso, TD5 7JH
GALASHIELS	Paton Street, Galashiels, TD1 3AS
PEEBLES	High Street, Peebles, EH45 8AF
INNERLEITHEN	Buccleuch Street, Innerleithen, EH44 6LA

Opening times can be found on our website at www.scotborders.gov.uk/contactcentres and are also displayed at each office.



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Space for Additional Information