

HOUSING AND COUNCIL TAX BENEFIT SELF-EMPLOYED TAXI DRIVER INCOME SHEET



Please complete this form (even if you have audited accounts) if you or your partner are a self-employed taxi driver.

Section 1

Full Name

Home Address

Telephone number (home)

Telephone number (mobile)

Telephone number (business)

Section 2

What date did you start this business?

Do you have a business partner? Yes No

If yes provide the names and addresses of all partners and provide your partnership agreement (if you have one).

What percentage of the business do you own?

Do you pay wages and who is this paid to e.g. self, staff, partner/civil partner?

How many hours per week do you work?

If you have been trading for more than 12 months do you have any prepared accounts (audited or otherwise) for the last financial year? Yes No

Section 2 (cont'd)

If Yes, please provide your original accounts (not a copy).

If No, give the reason why and the date you expect to have them.

Section 3

If you are newly self-employed complete the following, if not go straight to section 4.

Estimate the weekly amount
you will receive from your self-employment

Have you drafted a financial projection of
your income and expenditure?

Yes No
(please provide a copy)

Have you registered as self-employed
with HM Revenue and Customs?

Yes No

If yes, please supply your unique
self-employment Tax Reference number

Section 4

Do you own your own taxi?
If yes, complete Section 4a.

Yes No

Do you share the taxi with other drivers?

Yes No

If yes, state how many other drivers.
Now complete Section 4a.

Do you work for a taxi firm that has a pool
of drivers and therefore drive any car available?
If yes, complete Section 4b.

Yes No

Section 4a

What is the current mileage of your taxi?
(please state if in miles or kilometres).

What date was the last vehicle inspection
of your taxi?

What was the mileage of your taxi at this
inspection? (provide proof).

Please give the make, model, cc
and registration number of your taxi?

What type of fuel do you use?

How much per litre / gallon do you pay for
fuel?

£	litre / gallon
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How many miles per gallon does your
vehicle do?

How much do you charge per mile?

How much is your minimum fare?

If other drivers use your taxi please
state how much they pay you

What is your plate number and which
Licensing Authority issued it?

What percentage of the mileage has been used for the following:

Personal use*	Paid fares	Disengaged fares**	Other drivers

*Personal use includes mileage travelled between your home and base

**Disengaged fares means the mileage travelled between fares

Section 4b

Please give the name, address
and telephone number of the company
you work for

Please complete the following detailing your self employment over the past 5 weeks:

Date (week commencing)	Total number of miles driven	Number of paid miles	Amount spent for fuel	Number of hours worked	Amount taken in fares

Section 5 - Details of your business takings and expenditure

You will be asked to provide evidence of your income and expenditure, for example bank statements for your business accounts, receipts etc.

State the period covered

From To Number of weeks

This should be your last financial year or if you have not been trading for a year it should be the date your business started to current date.

a) Business Income:

Give amounts for the period stated above

£

Takings / work done	<input type="text"/>
Tips	<input type="text"/>
Business start up allowance	<input type="text"/>
VAT refunded	<input type="text"/>
Commission	<input type="text"/>
Interest	<input type="text"/>
Other monies received (please specify)	<input type="text"/>

If you receive Business Start Up Allowance state the date it started and the date it will end.

From To

b) Business expenses - general

Give the total amount of expenditure for the period stated and also detail the percentage for private use where applicable.

	£ Total spent	% for private use
Drawings paid to yourself	<input type="text"/>	<input type="text"/>
Rent for business premises	<input type="text"/>	<input type="text"/>
Business / water rates	<input type="text"/>	<input type="text"/>
Mortgage interest (business premises)	<input type="text"/>	<input type="text"/>
Accountancy charges	<input type="text"/>	<input type="text"/>
Advertising, printing, stationery and postage	<input type="text"/>	<input type="text"/>
Loan interest (provide loan agreement)	<input type="text"/>	<input type="text"/>
Heating and lighting	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>
Insurance (not motor)	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	<input type="text"/>

Section 5 - Details of your business takings and expenditure (cont'd)

c) Please detail your taxi expenditure

	£ Total spent	% for private use
Fuel	<input type="text"/>	<input type="text"/>
Insurance*	<input type="text"/>	<input type="text"/>
Radio Rental	<input type="text"/>	<input type="text"/>
Repairs and Servicing	<input type="text"/>	<input type="text"/>
Road Tax	<input type="text"/>	<input type="text"/>
Badge / Licence Fees	<input type="text"/>	<input type="text"/>
Cleaning	<input type="text"/>	<input type="text"/>
Vehicle test*	<input type="text"/>	<input type="text"/>
How much track do you pay?	<input type="text"/>	<input type="text"/>
Others (please specify)	<input type="text"/>	<input type="text"/>

**Please provide evidence*

Is it reasonable to assume that the business income and expenditure for the next 6 months will be similar to the details you have given on this form?

Yes No

If no give more details

Section 6 - Other outgoings

Do you pay National Insurance contributions? Yes No

If yes, how much do you pay and how often?

If no, do you have an exemption certificate? Yes No

Do you contribute to a personal pension scheme? Yes No

If yes how much do you pay and how often?
(please provide proof of this)

Section 7 - Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can.

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 process my claim for Housing Benefit or Council Tax Benefit, 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 agree** that you will use the information to work out if I can get a Council Tax discount.
- **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.

Signature of person claiming

Date

If you do not provide all of the evidence we have asked for on this form we may not be able to pay you any benefit

IF YOU HAVE FILLED IN THE FORM ON BEHALF OF THE PERSON CLAIMING, PLEASE COMPLETE THIS PART.

Why you are filling in the form on behalf of this person?

What is your name?

What is your relationship to the person making the claim?

DECLARATION - PLEASE READ CAREFULLY AND SIGN

I declare that as far as possible, I have checked with the person claiming that the answers written on this form are correct.

Signature of the person who filled in the form

Date