



# 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 ..... / ..... / .....

Is this your only work? Yes No

Type of business .....

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.)

<b>Income</b>	
Sales, takings or income (This also includes any retainer, regular payments or commissions received.)	£ .....
<b>Plus</b> VAT refunded	£ .....
<b>Plus</b> Enterprise Allowance or other government grants	£ .....
<b>Plus</b> closing stock	£ .....
<b>Less</b> cost of sales (purchases)	£ .....
<b>Less</b> VAT you have paid	£ .....
<b>Less</b> opening stock	£ .....
<b>Gross Profit</b>	£ .....



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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? (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)	Yes	No





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### Part F: Contact information (continued)

Council contact centres located in the following towns:

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

Opening times can be found on our website at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres) and are also displayed at each office.



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Space for Additional Information