

Flintshire County Council

Housing Benefit and Council Tax Reduction Self Employed Earnings Information

If you would like any help or advice with this form, please:

Telephone: 01352 704848. This helpline is open Monday to Friday 8.30am - 5pm.

Email: benefits@flintshire.gov.uk

Local Connects Offices addresses and opening times;

Buckley Connects
 Buckley Library
 The Precinct
 Buckley
 Mon - Fri 9.30am - 5pm.

Connahs Quay Connects
 Wepre Drive
 Connahs Quay
 Mon - Fri 9am - 5pm.

Flint Connects
 Church Street
 Flint
 Mon - Fri 8.30am - 5pm.

Holywell Connects
 Old Town Hall
 High Street
 Holywell
 Mon - Fri 9am - 5pm.

Mold Connects
 Mold Library
 Earl Road
 Mold
 Mon - Fri 9.30am - 5pm.

FOR OFFICIAL USE ONLY

Title	Customer Name	Form Filename	<input type="text"/>
<input type="text"/>	<input type="text"/>	Form Reference	<input type="text"/>
DOB	NINO	Notes	
<input type="text"/>	<input type="text"/>	<div style="text-align: right; font-size: small;">V1</div>	
TEL	<input type="text"/>		
Email	<input type="text"/>		
Customer Address	<input style="height: 40px;" type="text"/>		
Date Form Started	<input type="text"/>		
Date of E-signing	<input type="text"/>		
Date Submitted	<input type="text"/>		
Data Validation Ref	<input type="text"/>		
Occupancy type	<input type="text"/>		
Advisor Name (who started form)	<input type="text"/>		
Advisor Department	<input type="text"/>		

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Housing Benefit and Council Tax Reduction Self Employed Earnings Information

SECTION 1. ABOUT YOURSELF

Title	<input type="text"/>
Surname	<input type="text"/>
First Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

SECTION 2. ABOUT YOUR BUSINESS

Do you have more than one business? YES

NO

Name and address of your business

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>

Business Telephone Number

Mobile Number (if applicable)

Date Business Commenced

Type of Business - please describe the nature of your business.
What activities do you undertake in a typical week?

Are you a self-employed taxi driver? YES

NO

NUMBER OF HOURS NORMALLY WORKED PER WEEK: hours

Have you registered with Her Majesty's Revenue and Customs (HMRC)? YES

Tax Registration Number NO

Are you VAT registered? YES VAT Registration Number

NO

Do you have any partners in your business? YES Please give details of your business partners and their percentage share of the business

NO

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SECTION 3. ABOUT THE BUSINESS INCOMEDo you have an accountant? YES NO

Please provide your accounts name and address

Name Address Postcode What month does your accountant draw up your accounts? What is your accounting period? From To

Do you have prepared accounts (Audited or otherwise) for the last financial year?

YES If 'YES' return a copy of the accounts with this form and go straight to Section 5NO If 'NO' give the reason why and the date you expect to have them in the box below:**IF YOU DO NOT HAVE ANY PREPARED ACCOUNTS OR IF YOU HAVE NOT BEEN TRADING FOR A FULL YEAR PLEASE COMPLETE SECTION 4 OF THIS FORM.**

SECTION 4

Start Date:

End Date:

No. of Days

Please confirm what percentage is for business use?

Item

Amount

<u>Item</u>	<u>Amount</u>	<u>Please confirm what percentage is for business use?</u>
Sales / Takings / Income		%
VAT Refund		%
Enterprise Allowance		%
Tips		%
Closing Stock		%
Purchase of Stock / Materials		%
VAT Paid Out		%
Opening Stock		%

GROSS PROFIT

£.00

Drawings		%
Vehicle Insurance		%
Vehicle Tax		%
Vehicle Servicing / Maintenance		%
Vehicle Fuel		%
Additional Travel Costs		%
Replacement / Repair Tools / Equipment		%
Staff Wages		%
Partner's Wages		%
Wages Paid to Self		%
Stock Insurance		%
Public Liability Insurance		%
Property Insurance		%
Accountancy		%
Rent for Business Premises		%
Mortgage Payment for Business Premises		%
Repairs / Maintenance / Cleaning for Business Premises		%
Business Rates		%
Water / Lighting / Heating for Business Premises		%
Business Loan		%

Please state reason:

Interest Payments		%
Capital Repayments (enclose agreement)		%
Bank Charges on Business Accounts		%
Telephone / Landline		%
Mobile		%
Broadband		%
Stationery / Printing and Postage		%
Advertising		%
Use of Home as Office		%
Hire and Leasing Charges		%
Subscriptions to Professional Bodies		%
Proven Bad Debts		%
Expenses Incurred in any Debt Recovery		%
Radio		%
Badge / License		%
Cleaning of Car		%
How much Track do you pay?		%
Other		%

Please Specify:

TOTAL EXPENSES

£.00

NET INCOME

ANNUAL INCOME

SECTION 4 Continued

YOU MAY BE REQUESTED TO PROVIDE PROOF OF ANY OF THE EXPENSE ITEMS LISTED - IF SO WE WILL CONTACT YOU

IS IT REASONABLE TO ASSUME THAT THE TRADING FIGURES FOR THE NEXT TWELVE MONTHS WILL BE SIMILAR TO THE FIGURES PROVIDED?

YES NO

If 'NO' explain likely differences:

SECTION 5 OTHER OUTGOINGS

NATIONAL INSURANCE: Do you hold an exemption certificate?

YES NO

PERSONAL PENSION CONTRIBUTIONS:

If you contribute to a Personal Pension Scheme please state amount paid

YOU MUST ENCLOSE PROOF OF:

Frequency:

(i) Payments made (ii) Membership of the scheme (Weekly, Monthly, etc)

SECTION 6 DECLARATION

By completing this declaration, you are agreeing that you have read, understood and confirmed your agreement to the following terms.

I / We have declared all of my/our Self Employed income and expenditure.

I / We know I / We must let the Benefit Section at Flintshire County Council, County Hall, Mold, CH7 6NR know immediately and in writing of any change in circumstances which may affect the claim.

I / We accept that it is our responsibility to do so and that, if unsure of whether a change in circumstances affects the benefits or not, I / We will contact the Benefit Section at Flintshire County Council, County Hall, Mold, CH7 6NR, to check.

I / We authorise the Council to make any enquiries to verify the information on this form and to cross check the information given with other sections within the Council, Benefit Authorities and the Home Office as allowed by law. (Flintshire County Council may be asked to provide, and will share, information to other organisations, such as government departments, local authorities and organisations that lend money, if the law allows this).

I / We declare the information I / We have given on this form is correct and complete. If I / We give information that is incorrect or incomplete, or I / We fail to report a change in circumstances which may effect the claim, I / We may be prosecuted under the Social Security Administration Act 1992 (as amended) or the theft act 1968.

APPLICANT 1 CONFIRMATIONCheck Sign Date **APPLICANT 2 CONFIRMATION**Check Sign Date

Privacy Notice

Flintshire County Council will use the information you give in this form, and any supporting evidence you provide, to process your claim for Housing Benefit and Council Tax Reduction. This is required under Housing Benefit and Council Tax Reduction regulations.

This information will be held securely on our system for a period of 7 years after your claim has been terminated.

Flintshire County Council may pass the information to other agencies or organisations such as the Department for Work and Pensions (D.W.P) and the HM Revenue & Customs (H.M.R.C), as allowed by the law.

Flintshire County Council may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, and
- protect public funds.

Information received from HMRC and/or DWP that indicate a change of circumstances may result in your benefits being adjusted automatically by our system.

Flintshire County Council will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website - <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>