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.
### Section 1. About Yourself

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2. About Your Business

<table>
<thead>
<tr>
<th>Do you have more than one business?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name and address of your business</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Telephone Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mobile Number (if applicable)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Business Commenced</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Business - please describe the nature of your business.</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What activities do you undertake in a typical week?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you a self-employed taxi driver?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NUMBER OF HOURS NORMALLY WORKED PER WEEK:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have you registered with Her Majesty's Revenue and Customs (HMRC)?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tax Registration Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you VAT registered?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VAT Registration Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you have any partners in your business?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

| Please give details of your business partners and their percentage share of the business |  |
SECTION 3. ABOUT THE BUSINESS INCOME

Do 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 ☐  NO ☐
If 'YES' return a copy of the accounts with this form and go straight to Section 5
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.
## Self Employed Calculation

### SECTION 4

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

### GROSS PROFIT

£ 0.00

### TOTAL EXPENSES

£ 0.00

### NET INCOME


### ANNUAL INCOME


### Item

- 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
- 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 state reason:


### Please Specify:


### Item

- Other

### TOTAL EXPENSES

£ 0.00

### NET INCOME


### ANNUAL INCOME


---

Please confirm what percentage is for business use?

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Please state reason:</th>
<th>Please Specify:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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<td></td>
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</tr>
</tbody>
</table>
SECTION 5 OTHER OUTGOINGS

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?

If 'NO' explain likely differences:

SECTION 5 OTHER OUTGOINGS

NATIONAL INSURANCE: Do you hold an exemption certificate?

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 CONFIRMATION

Check
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