

Evidence to submit if Self-employed

The Offer is available to self-employed parents, where they can evidence that they meet the minimum earning criteria over a 3 month period. Where one or both parents are newly self-employed and are not yet able to provide evidence that they meet the minimum earnings criteria, an initial startup period will be allowed of up to 12 months before the parent needs to evidence that they are earning the equivalent of at least 16 hours per week of relevant minimum wage at the rate applicable to them. Parents will need to provide evidence that they are self-employed in order to qualify, by providing evidence that their business is registered with HMRC in the form of a Unique Tax Reference (UTR).

If you are Self-employed, please provide evidence of the following in order for your application to be processed in a timely manner.

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| <ul style="list-style-type: none">• Proof of address, for example; Council Tax letter, utility bill. If a two parent household, then proof of address is also required for second parent named on the application |
| <ul style="list-style-type: none">• Copy of Child's birth certificate |
| <ul style="list-style-type: none">• Latest Tax Return showing Total Income Received – Parents will need to provide evidence to prove that they meet and not exceed eligibility. |

Self-employed parents will need to provide their Unique Tax Reference (UTR) in order for an application to proceed. The local authority is required to check the income of the self-employed parent by looking at their most recent Self-Assessment (SA) return (SA103) for details of their Total Taxable Profits.

Where a parent is not able to produce their Self-Assessment forms, other evidence of income from the business can be requested (for example, bank statement / letter from an accountant).

If the parents most recent SA return does not show earnings that equate to the minimum earnings criteria per week on average, then the parent needs to provide a forward projection of how they will meet the income threshold over the coming year.

The eligibility is based on the parents projection of what they will earn over the next year rather than what they have actually earned over the last year.