

NORTH DEVON DISTRICT COUNCIL

**HOUSING & COUNCIL TAX BENEFIT
SELF EMPLOYED EARNINGS INFORMATION**

This form is to be used where a claimant has self-employed income but does not have recent accounts. Information supplied will be treated in the strictest confidence.

Name:

Address:

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Name of Business:

Nature of Business:

Date Business Commenced: **Hours worked per week:**

Do you have accounts (audited or otherwise) for the last financial year? **YES/NO**

If **YES**, please return a copy with this form, if **NO**, please give reasons why and date you expect to have them

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Do you receive Business start up allowance? **YES/NO**

If **YES**, when did it commence?

Please complete this statement of accounts in respect of the last three months trading. If you have not been trading for this length of time, enter figures for the whole period since you commenced.

Continued

Please specify the exact period covered

From: To:

Sales (or takings)	£
Closing Stock	£
Business start up allowance	£

Cost of sales (purchases)	£
Opening Stock	£

Expenses

Wages – paid to wife/husband	£
Wages paid to others	£
Rent	£
Rates	£
Heating	£
Lighting	£
Advertising	£
Printing and stationery	£
Postage	£
Telephone	£
Motor expenses	£
Insurance	£
Bank charges	£
Interest payments on business loans	£
Repair/replacement of an existing business asset	£
VAT	£
Bad debts	£
Depreciation	£
Business entertainment	£
Other (please specify)	£

(Only include amounts relating solely to the business; private expenses must not be included)

Is it reasonable to assume that the trading figures for the next 3/6 months will be similar to those quoted above? **YES/NO**

If **NO**, please explain any differences

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Personal drawings taken during above period £

If you contribute to a personal pension scheme, please state:-

Amount Paid £

Frequency (i.e. weekly/monthly)

Signature Date

Please return this form to: Benefits Unit, North Devon District Council, Lynton House, Commercial Road, Barnstaple, North Devon, EX31 1DG. Telephone 01271 327711.