



**CHELTENHAM**  
BOROUGH COUNCIL

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### Benefit Service

Cheltenham Borough Council, P.O. Box 10,  
Municipal Offices, Promenade, Cheltenham, GL50 1PW  
**Helpline** : 01242 264341 **E-mail**: [benefits@cheltenham.gov.uk](mailto:benefits@cheltenham.gov.uk)

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**Please note : we no longer provide a Freepost service**

<b>Name:</b>
<b>Address:</b>
<b>Postcode:</b>

<b>Office use only</b>
<b>Claim number</b>
<b>Property ref</b>
<b>Person ref</b>
<b>Date of issue</b>

## Housing and Council Tax Support Self Employed Earnings form

### Filling in the form

Please use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Please answer all the questions in BLOCK CAPITALS and tick the 'Yes' and 'No' boxes when asked. If any questions do not apply to you, please write 'Nil' or 'None'.

If you are a child minder we do not need to see any of your business expenses as under the benefit regulations we just take a third of your gross income.

If you are a company director registered with companies' house, then we take the income paid to you as a director from the accounts and treat this as paid employment. If you also have a share in the profits then we will add this amount to your capital when working out any benefit.

If you have a business partner then we will calculate your share of the profits when working out your income for benefit purposes.

Because you are self employed we will normally use your last years trading accounts to work out your benefit for this year, unless it's your first year of trading or your self employment has significantly changed.

If you have more than one self employment business we will need a separate form completed for each business.

If you are self employed you should be registered with HMRC and we will need to see proof of your tax registration

## Part 1 – About your business

Name of you or your partners business	
Business address	
Are you a company director?	
Business telephone number	
Type of business	
Date business started	
Start date of your current financial year	
Average no. of hours worked per week in this business	
Is your business a partnership?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who are the other partners?	
Give details of the partnership and the share of any profit/loss	

## Part 2 - About the business income

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

**Yes**  If yes, please provide a copy of your accounts with this form and go to Part 4.

**No**  If no, please state why and when you expect to have them in the box below and then complete Part 3 on the next page.

<b>All self employment should be registered with HMRC. Please provide proof of your tax registration or your latest Schedule D tax assessment.</b>

## Part 3 – Income and Expenses

Only complete this section if you do not have any accounts for the last financial year or if you have not been trading for a full year. You must detail your total income and expenses relating to the period below.

From ..... To .....

Income	Amount £
Sales / Takings	
VAT Refund (if applicable)	
<b>Total Income</b>	

**Expenses** - You must clearly state below the percentage that solely relates to the business, e.g. Petrol - total £100, 75% used for business therefore business expense £75

Expense	Total amount £	% used for business	Amount for business £
<b>Total business expenses</b>			

## Part 4 – Other outgoings

Do you hold a National Insurance exemption certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you pay into a personal pension scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please state - how much? - how often?		
<b>Please provide proof of any National Insurance or personal pension contributions. If you are exempt from National Insurance please provide your exemption certificate.</b>		

## Part 5– Declaration

I declare that the details given above are correct and I allow the Council to check the information provided.

Signature:	Date:
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## What happens now?

When you have filled in the form please return it to the address on the front of the form. If we need to see receipts to prove any of your expenses or invoices for sales/takings then we will contact you within seven days to explain what we need.

## Changes you must tell us about

You must tell us if:

- anyone moves into or out of your home, including lodgers and sub-tenants;
- you have another child or the amount of childcare that you pay changes;
- the income of anyone living with you, including benefits, changes;
- your savings or investments change;
- you, or anyone living with you, becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison or changes or leaves a job;
- you move or are going to be away from home for more than a month;
- your rent changes;
- anything you have told us about changes.

**This is not a full list. If you are not sure, ask us for advice.**

It is an offence not to tell us about any change of circumstances that affects your benefit. We may take court action against you. If we pay you too much benefit, you will probably have to pay it back.