



Self-Employed Declaration Form

Important Notes

This form must be completed in full and returned to Perth & Kinross Council no later than _____.

Failure to return this form, fully completed may result in the loss of Housing Benefit and/or Council Tax Reduction.

Name	_____
Address	_____ _____ _____ Postcode _____
Tel	_____
Claim Reference Number	_____

1 About Your Business

Name of Business _____

Business Address _____

_____ Postcode _____

Is any part of your home solely used for business purposes?

Yes No

If Yes, please specify details _____

Do you have permission from your landlord to operate a business from your home address?

Yes No

Date Business Commenced _____

Nature of Business _____

Hours Worked (Weekly) _____

Is your business a Ltd company? Yes No

Are you a director of the company? Yes No

Is your business a Partnership? Yes No

Number of partners _____

If Partnership, please specify % of profit/loss for yourself _____%

Is anyone in your household a partner in your business? Yes No

If so, please state who _____ and % of profit/loss _____%

Is your business VAT registered?

Yes No

If Yes, please provide your VAT registration number _____

2 Your Employees

Please confirm the number of employees _____

We may ask you for further information regarding your employees.

Do you employ anyone who lives in your household?

Yes No (If yes, please supply their last 5 weekly, or two monthly payslips)

3 Business Accounts

If you have prepared accounts covering the last 12 months, please supply these accounts along with this completed form.

4 Your Business Income

Within this section, you must declare your business income for the last 12 consecutive months. If you have not been trading for 12 months, you must declare all business income since your business commenced.

Perth & Kinross Council may ask you for evidence to support your declaration.

Period From _____ Period To (present date) _____

Sales/Takings £ _____

Any other income received £ _____
(for example, tips/gratuities, bank interest, rent received)

(A) Total Gross Income £ _____

5 Your Business Expenses

Within this section, you must declare all expenditure relating to business activity for the last 12 consecutive months. If you have not been trading for 12 months, you must declare all expenditure since your business commenced. **Please note - personal expenditure of any description must not be detailed. This section applies to expenditure which has wholly and exclusively been incurred by your business for this period.**

Drawings £ _____

Wages (paid to self) £ _____

Wages (paid to spouse/partner) £ _____

Wages (any other employee) £ _____

Business Rates Paid £ _____

Business Insurance Paid £ _____

Business Heat and Light £ _____

Cleaning and Maintenance £ _____

Use of Home for Business £ _____

Advertising £ _____

Printing/Stationery and Postage	£ _____
Accountancy Fees	£ _____
Bank Charges	£ _____
Interest on Loans	£ _____
Leasing Charges	£ _____
Repairs/Replacement of Assets	£ _____
Any other expenses (<i>please specify below</i>)	
_____	£ _____
_____	£ _____
(B) Total expenditure from Section 5	£ _____

6 Motoring Expenses

Within this section you must declare all Motoring Expenditure which has been wholly and exclusively incurred for business purposes. **Please note, costs for personal use cannot be allowed.**

Perth & Kinross Council may ask you for evidence to support your declaration.

Is your vehicle insured for business purposes? Yes No

You may be asked for your policy

Is your vehicle used for personal use as well as business? Yes No

If No, do you own any other vehicles?

Please specify a % of use for business _____%

Petrol Total _____ x _____ % = £ _____

Diesel Total _____ x _____ % = £ _____

Road Tax Total _____ x _____ % = £ _____

Repairs Total _____ x _____ % = £ _____

Insurance Total _____ x _____ % = £ _____

(C) Total expenses from Section 6 £ _____

7 Telephone and Internet Expenses

Within this section you must declare all telephone and internet expenditure which has been **wholly and exclusively incurred for business purposes**. **Please note, costs for personal use cannot be allowed.**

Telephones - please specify a % of use for business _____%

Internet - please specify a % of use for business _____%

Mobile (Number _____)

Total _____ x _____ % = £ _____

Landline (Number _____)

Total _____ x _____ % = £ _____

Declaration

Before submitting this form, please ensure that you have read the following carefully:

I understand that:

- if I give information that is incorrect or incomplete, this may result in an overpayment of Housing Benefit and/or Council Tax Reduction and Perth & Kinross Council may take action against me;
- Perth & Kinross Council will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Reduction. We may check some of the information with other sources including other Perth & Kinross Council departments and Her Majesty's Revenue and Customs (HMRC);
- Perth & Kinross Council may use any information you have provided in connection with this and any other claim for welfare benefits that you have made or may make.

I am aware of my duty to report all relevant changes in circumstances to Perth & Kinross Council.

I declare that the information I have given on this form is correct and complete.

Signature _____

Date _____

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لم تلخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعوں اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡

Customer Service Centre 01738 475000

來替您安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ejete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce nebo jiném formátu (v n kterých p ípadech bude p eloženo pouze stručný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden pháipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu: Customer Service Centre 01738 475000

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email dataprotection@pkc.gov.uk or telephone 01738 477933.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.