



Customer & Digital Services
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Claim ref: _____

Self-Employed Earnings Declaration (SE1)

This form gives further information about how we assess Housing Benefit and Council Tax Reduction claims from self-employed earners NB. *If you are a company director, you are not classed as being self-employed so we will need to see your payslips as proof of your earnings.*

Who can claim? All self-employed earners can claim Housing Benefit and Council Tax Reduction, however, please note that both are means tested so it may be that your income is too high to qualify for them.

How is self-employed income treated when we assess your claim? When calculating your self-employed income, we must determine your Net Profit from the information that you provide. This is done in the following way:

Sales: *less allowable business expenses (We can only take into consideration expenses that are reasonable and that have been incurred in the running of the business NB. These expenses may not necessarily be the same as those allowed by HM Revenue & Customs.)*

➡ **Gross Profit**

less Notional Tax & National Insurance payments

less half of any pension contributions

➡ **Net Profit**

Business Partnerships If you have a business partnership then we will split your Gross Profit between all of the business partners, however, please note that in order to do this we will need to see your Deed of Partnership to confirm how the business is divided. The same rules apply to couples who are also business partners.

What information will I have to provide? We will either need you to complete the remainder of this form in full or you should provide us with your accounts in respect of the last business year. *Please note that even if you*



complete the rest of this form, we may still need to see further evidence from you in order that we can verify your self-assessment.

Section 1

About You	Information
Claim Number:	
Name	
Address:	

Section 1a

About your Business	Information
Business Name	
Type of Business	
Business Address: House/Flat Name/Number	
Street	
Town	
Postcode	
Telephone	
Fax	
E-Mail	
Website	
What date did the business start?	
On average how many hours a week do you work?	

It is in your interests to keep detailed and organised business records; not only will this help us when we assess your benefit claim, but it is also good business practice and will help you in dealing with your accountant (if applicable) and HM Revenue & Customs.

If you do not have any accounts or similar, please tell us why this is the case before then completing the remainder of this form. If you do have a set of accounts, please provide us with these then complete the declaration at the end of this form (Section 5)

Please state why you do not have accounts or similar records available:	Reason:
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Section 2 Sales

Please confirm the trading period these figures cover:	From:	To:
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Trading Figures	£	Office Use Only
Total Sales		
+ VAT Refunded		
+Enterprise Allowance		
+Closing Stock		
-Cost of Sales		
-VAT Paid		
-Opening Stock		
Gross Profit		

Is it reasonable to assume that your trading figures for the next 6 months will be similar – **Yes, or No?**

If **No**, please state the likely differences:

Section 2A

Please state whether you have received any Grants from the Government's Self-Employed Income Support Scheme, and if so, how many, how much were they and when they were received by you.

Please also indicate whether these sums have been included or excluded from the Total Sales figure stated above.

Section 3 – Expenses

Please note that you should only include expenses that have been incurred in the running of your business. If you have outgoings that are split between your business and your own personal use, then you should calculate how much of each outgoing is to do with the business and then include this figure.

For example: If you have a mobile phone that you use for business as well as for yourself please work out how much of your bill is taken by each part – if your monthly bill is £30.00 and only half of this is business related then you need to divide this bill by two, then multiply that figure by the amount of months you are providing figures for. Similarly, if you use your car for personal use as well as for your business then please calculate how much you pay out in respect of your business and then put down this figure.



Business Expenses	£	Office Use Only
Accountancy Charges		
Advertising		
Business Rates		
Cleaning		
Heating and Lighting		
Hire & Leasing Charges		
Insurance		
Interest on business loan/s		
Professional Subscriptions		
Proven bad debts		
Rent		
Repair of business asset		
Replacement of business asset		
Stationery		
Telephone (Landline)		
Telephone (Mobile)		
Tools/Special Clothing		
Wages paid out to self/employees*		

*Please note that we will need to see proof of any wages paid out; this should show who the wages are being paid to and – if applicable - whether you are making any employer's National Insurance and pension contributions.

Transport Expenses	£	Office Use Only
Insurance		
Leasing Costs		
Petrol		
Servicing		
Tax		
Business Entertainment		
Drawings		

Other Expenses – please specify.	£	Office Use Only
1		
2		

Section 4 – Other Outgoings

National Insurance

Do you hold a National Insurance exemption certificate?

If **Yes**, please provide us with your certificate

If **No**, please provide us proof of your National Insurance contributions (if any)



Pensions

Do you pay into a pension scheme?

If **Yes**, please provide us with proof of these payments and their frequency

Section 5 – Declaration

Please read this declaration carefully before you sign and date it.

Declaration	<i>I declare that the information I have given is correct and complete. I understand that if I give information that is false, incorrect, or incomplete then this may lead to action being taken against me and that this could include prosecution. I understand that the information I have provided will be used to assess my claim for Housing Benefit and/or Council Tax Reduction and that this information may be checked with other sources if the law allows for this. I know that I must notify you in writing of any change in my circumstances that may affect my benefit claim.</i>
Name	
Signature	
Date	

Our aim is to decide and pay your benefit entitlement within 14 days of receiving a properly completed application form, however we can only do this if we also have all the evidence and information necessary to support your claim. Therein if you have any queries about the completion of this form - or if you are having any difficulties with providing the information we have asked for - please do not hesitate to contact us.

Please return the completed form to –

Warwick District Council
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