

# SELF EMPLOYED DECLARATION

Please return this form within one calendar month of issue, unless otherwise specified

Claim Ref:

Full Name:

Home Phone:

Address:

## 1. ABOUT YOUR BUSINESS

Name of Business:

Type of business:

Work Phone:

Business Address:

Date Business Started

Average no. of hours worked each week

Start date of Current financial year

Is your business a partnership? (please tick one)

No  Yes – please complete information

What is their name?

What percentage of the total profit or loss is yours?  %

What is their Address?

Please provide your partnership agreement.

Does your spouse or anyone else you live with have a share in the business?

No  
 Yes – please complete information below

What percentage of the total profit or loss is theirs?  %

Is your spouse or anyone else you live with on the payroll of the business?

No  
 Yes – please complete information below

How much are they paid?

£  every week/fortnight/month (please delete)

Are there any other people on the payroll of the business?

No  
 Yes

## SELF EMPLOYED DECLARATION contd.

Do you use part of your home for business purposes?

No  Yes – please give details below

### 2. ABOUT THE BUSINESS INCOME

What is your Inland Revenues Tax Number?

Do you have the latest Tax calculation letter from HM Revenues & Customs (HMRC)?

Yes – Please return with form  
 No – Please state when you expect to have them?

Do you have prepared accounts for the last financial year?

Yes – Please return an original set of the accounts with this form  
 No – Please state when you expect to have them?

### 3. ABOUT THE INCOME & EXPENDITURE

Please state the exact period covered:

From: 

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To: 

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If you have just started as self employed please complete with projected figures for the next three months. If you have been trading for less than one year, please complete with figures from the date you started to date. Otherwise provide your figures for the last financial year.

#### Money coming in and expenses

##### INCOME

Sales, takings or income

£

Tips or gratuities

£

VAT Refunded

£

Closing Stock

£

**TOTAL INCOME**

£

##### EXPENSES

Purchases of stock

£

Opening Stock

£

**TOTAL COSTS**

£

**GROSS PROFIT**  
(income minus costs)

£

## SELF EMPLOYED DECLARATION contd.

### Business Expenses – include amounts that relate solely to the business

<table border="0" style="width: 100%;"> <tr><td style="width: 80%;">Drawings – Cash and stock</td><td style="width: 20%; border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Wages – paid to yourself</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Wages – paid to partner</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Wages – paid to others</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Rent – Business premises</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Business Rates</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Water Rates</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Gas &amp; Electricity</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Cleaning</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Telephone</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Business Insurance</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Advertising</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Printing &amp; Stationery</td><td style="border: 1px solid black; text-align: center;">£</td></tr> </table>	Drawings – Cash and stock	£	Wages – paid to yourself	£	Wages – paid to partner	£	Wages – paid to others	£	Rent – Business premises	£	Business Rates	£	Water Rates	£	Gas & Electricity	£	Cleaning	£	Telephone	£	Business Insurance	£	Advertising	£	Printing & Stationery	£	<table border="0" style="width: 100%;"> <tr><td style="width: 80%;">Postage</td><td style="width: 20%; border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Accountant's charge</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Bank Charges</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Interest payments on business loans</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td colspan="2">Please provide copy of loan agreement</td></tr> <tr><td>Repair/replacement of business assets</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td colspan="2">Was this covered by insurance*? Yes <input type="checkbox"/> No <input type="checkbox"/></td></tr> <tr><td>Leasing charges</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td colspan="2">Please state what is leased</td></tr> <tr><td>Bad Debts</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td colspan="2">Please give details of bad debts</td></tr> </table>	Postage	£	Accountant's charge	£	Bank Charges	£	Interest payments on business loans	£	Please provide copy of loan agreement		Repair/replacement of business assets	£	Was this covered by insurance*? Yes <input type="checkbox"/> No <input type="checkbox"/>		Leasing charges	£	Please state what is leased		Bad Debts	£	Please give details of bad debts	
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\* Do not include motoring.

### Motoring expenses – include amounts that relate solely to the business

<table border="0" style="width: 100%;"> <tr><td style="width: 80%;">Petrol or Diesel</td><td style="width: 20%; border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Repairs</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Road Tax</td><td style="border: 1px solid black; text-align: center;">£</td></tr> <tr><td>Insurance</td><td style="border: 1px solid black; text-align: center;">£</td></tr> </table>	Petrol or Diesel	£	Repairs	£	Road Tax	£	Insurance	£	<table border="0" style="width: 100%;"> <tr><td style="width: 80%;">Car Lease</td><td style="width: 20%; border: 1px solid black; text-align: center;">£</td></tr> <tr><td colspan="2">Who owns the vehicle? You <input type="checkbox"/> Business <input type="checkbox"/></td></tr> <tr><td colspan="2">Do you use it for anything else than for business? Yes <input type="checkbox"/> No <input type="checkbox"/></td></tr> </table>	Car Lease	£	Who owns the vehicle? You <input type="checkbox"/> Business <input type="checkbox"/>		Do you use it for anything else than for business? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Petrol or Diesel	£														
Repairs	£														
Road Tax	£														
Insurance	£														
Car Lease	£														
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Do you use it for anything else than for business? Yes <input type="checkbox"/> No <input type="checkbox"/>															

### Other expenses – please give detailed breakdown of other expenses (use separate sheet of paper if necessary)

**You will need to provide proof of any expense items listed. The Benefit section will contact you if any further proof is required.**

## SELF EMPLOYED DECLARATION contd.

### 4. FUTURE TRENDS

Is it reasonable to assume that the trading figures for the next 6 months will be the similar?

Yes

No – please state likely differences below

### 5. OTHER OUTGOINGS

How much do you pay into a personal pension scheme?

£

every week/fortnight/month (select one)

Please provide proof of any schemes to which you belong and proof of the payments made.

### 6. DECLARATION

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

I understand that if I give information that is incorrect or incomplete you may take action against me. This may include court action.

Signature

Date

Full Name  
(in capitals)