

Section 1 - About you

Claim Number

Full name

Home address

Postcode

Telephone numbers:

Business

Home

Section 2 - About the business

Name of business

Business address

Postcode

1. State the type of business

2. Give the date this business started

3. Give the start date of current financial year

4. Give the average number of hours worked per week

5. Is your business a partnership?

Yes No

6. If "Yes" what percentage of profit or loss is yours and provide the partnership agreement

 %

7. Is your husband, wife, civil partner or common-law partner, a partner in the business?

Yes No

8. If "Yes" what percentage of profit or loss is theirs?

 %

9. Is your husband, wife, civil partner or common-law partner employed by the business?

Yes No

10. If "Yes" state their gross weekly earnings.

 £

11. Are there any other people on the payroll of the company?

Yes No

12. Do you use part of your home for business purposes?

Yes No

13. If "Yes" which rooms are used for business and what percentage of the whole house is this for?

 %

14. Do you have prepared accounts (audited or otherwise) for the last business financial year? Yes No

If "Yes" you should complete **Sections 4 and 5 only** and return this form along with your accounts.

15. If "No" why you do not currently have accounts? When you expect to have accounts available?

If you do **not** have prepared accounts or have not been trading for a full year, you must now complete **Sections 3, 4 and 5** of this form fully.

Section 3 - Details of business income and expenditure

Give the period covered: From To

This should be your last business financial year or if you have not been trading for a year, it should be the date your business started to the current date. Please note we may ask you to provide evidence of any amounts you have shown. We will contact you if we need this.

■ Where relevant state the business **income** for the period shown above. If none, write none.

VAT refunded	<input type="text"/>
Business Start up Allowance	<input type="text"/>
Closing Stock Value	<input type="text"/>
Cost of Sales (Stock)	<input type="text"/>
VAT Paid Out	<input type="text"/>
Opening Stock Value	<input type="text"/>
Total Income	<input type="text"/>

■ Where relevant state the business **expenses** for the period shown above.

You must only include amounts that relate **solely** to the business, for example if your telephone calls cover private as well as business use, you must state the amount incurred for business use **only** and state what percentage of the total bill this relates to.

Drawings (cash or goods)	<input type="text"/>
Wages paid out: To self	<input type="text"/>
To husband, wife, civil partner or common-law partner	<input type="text"/>
To others	<input type="text"/>
Rent on business premises or on the proportion of your home attributed to business use	<input type="text"/>
Business Rates	<input type="text"/>
Heating and Lighting	<input type="text"/>
Cleaning	<input type="text"/>
Telephone	<input type="text"/>
Business Insurance	<input type="text"/>

Expenses continued

Advertising

Printing and Stationery

Postages

Accountant's fee

Bank charges

Depreciation

Interest payments on business loan

Cost of repair or replacement of business asset
(Do **not** include motoring costs here. See below for these)

Was the above cost covered by insurance? Yes No

Leasing Charges

Details of leased items

Business entertainment

Bad Debts

Give details

Motoring Expenses Car Lease

Road Tax

Fuel

Repairs

Insurance

Who owns the vehicle? Self Business

If "**Business**", do you use the vehicle other than for business use? Yes No

Other expenses

(Please provide details of these on a separate sheet of paper)

Do you expect the income and expenditure figures to remain similar for the next 6 months ? Yes No

If "**No**" explain the likely differences.

Total Expenditure

Section 4 - Other expenditure

National Insurance Contributions

Do you hold an exemption certificate?

Yes

No

If "No" state how much you contribute and provide evidence of your contributions.

£ each

Personal or Stakeholder Pension Contributions

Do you contribute to a personal pension scheme?

Yes

No

If "Yes" state how much you contribute and provide evidence of the contract and your contributions for the last two months.

£ each

Section 5 - Declaration

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

Warning: It is an offence to **give false information**. If someone has completed this form on your behalf, you **must** make sure that it has been read back to you in full and you understand everything before you sign the declaration. In the case of a **couple, only the claimant must sign** the form below.

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

I authorise the Council to check the information I have given and make any necessary enquiries **to verify** the information on this form and retain a copy.

I understand that the information that I have given on this form may be held electronically and may be shared with other Council Services and relevant agencies, or used when considering a discretionary housing payment.

I understand that if I give information that is **wrong or not complete** or **fail** to report a change which may affect my benefit I may **be prosecuted**.

Claimant's signature

Date

This section must be completed if the claim form has been filled in by someone else on your behalf. This includes voluntary organisations, an appointee, relative, friend or representative of the Council.

Please print the name of the person who completed the form

Their address

Their telephone number

E-mail address

Relationship to claimant or partner if any

Please give the reason why the claimant was unable to complete the form

I declare that I have filled in this form for the person(s) named above in accordance with their instructions and have read this back to them in full before they signed the declaration.

Signature or person completing form

Date

Any information that you supply will be used only to process your claim and will be maintained in accordance with the Data Protection Act. We may pass the information to other agencies or organisations such as the Department for Works and Pensions or the Inland Revenue as allowed by law.