

FINANCIAL SERVICES DIVISION
BENEFIT SECTION

Telephone (01562) 732632 email: benefits@wyreforestdc.gov.uk

STATEMENT OF SELF EMPLOYED INCOME &
EXPENDITURE

IT IS IMPORTANT THAT ALL QUESTIONS ARE ANSWERED IN FULL ON BOTH SIDES

1.

a) Name:	d) Are you a: [Please tick box]	
b) Address:	Housing Association Tenant	
	Private Tenant	
	Owner Occupier	
c) Home Tel. No.:	Other	

2. About Your Business

a) Name of Business:	e) Type of Business
b) Business Address:	f) Are You in Business as:[Please tick box]
	Sole Trader
	Partnership
c) Business Tel. No.:	Other...
d) Date Business Commenced:	g) Average Number of Hours Worked Per Week:
e) Do you have accounts (prepared by an accountant) for the last financial year? *If "yes" please send a copy of your accounts with this form	h) Name and Address of Your Accountant

3. If you contribute to a Personal Pension Scheme, Please state: **Please provide Evidence of This*

a) Amount Paid:	b) Frequency of Payment (eg. Weekly, Monthly etc.)
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4. If you have been trading for less than 12 months please complete the Statement at A below

If you have been trading for more than 12 months please provide either your latest audited accounts or your last full tax return. If neither of these are available please complete the Statement at A below with details of your last 12 months trading.

A. STATEMENT

Specify exact period covered:

From:	To:
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TRADING INCOME

£

Sales or Takings
 Tips, Commission etc.
 Value of any Opening Stock..... .
 Value of any Closing Stock

BUSINESS EXPENSES

Payments for Stock (Purchases)
 Wages Paid to 3rd parties
 Rent of Business Premises..... .
 Business Rates
 Business Premises Heating and Lighting..... .
 Advertising
 Printing/Stationery
 Postage
 Business Telephone
 Motor Expenses
 Insurance [Please Specify Type]
 Bank Charges
 Interest Payments on Business Loans / HP..... .
 Repair/Replacement of a Business Asset
 Bad Debts
 Other (Please Specify)

Is it reasonable to assume that the trading figures for the next 3/6 months will be similar to those quoted above?

YES NO

*If "NO", please explain the likely differences on a separate sheet.

DECLARATION

I declare that the information given on this form is true and complete to the best of my knowledge. I authorise you to make any enquiries to verify the information given on this form.

I understand that giving false information may result in prosecution.

Signature: _____ **Date:** _____