



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk



Pensioner Self-employed

We need more information about your business and income

Customer's name

Address

Our phone number is

If you get in touch with us,
tell us this reference number

Date issued

Please answer all the questions on this form. Then read and sign Your declaration.
Send it back to us no later than on

Do not delay sending in your claim form. If you wait, you could lose money.

Part 1 - About your business

If you are a **director** of your company then please complete the supplementary form 'Pensioners who are working' **instead** of this form and advise the Revenues and Benefits Team that you are a director of the company you get wages from.

Please complete this part of the form if you are self-employed. All sections must be completed, even if you are answering "no", "none", or "zero". To calculate net earnings for the applicant / partner we will look at the gross income then deduct allowable expenses and any tax, National Insurance, and pension payments. If you are in a business partnership we will only take your share of the profits into account.

Name of Business

Business address

Postcode

Type of Business

Date business started

Start date of current financial year

Average number of hours
worked per week

Part 1 About you and your partner

Part 1 - About your business

Is your business a partnership? No

Yes Please tell us about your business partner below.

What is their name?

What is their address?

Postcode

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

Does your spouse or the person you live with as if you are married to them have a share in the business? No

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

%

Is your spouse or the person you live with as if you are married to them on the payroll of the business? No

Yes What are their earnings?

£ every

Are there any other people on the payroll of the business? No

Yes

Do you use part of your own home for business purposes? No

Yes Please give details

Part 2 About the business income

Part 2 - About the business income

Do you have any prepared accounts for last financial year?

No

Please tell us why not and the date you expect to have them and then go to **Part 3**.

Yes

Please return an original set of the accounts with this form. Now go to **Part 4**.

reason

Date

We must see the proof of your accounts before we can decide how much benefit you can get.

Part 3 About the income and expenditure

Part 3 - About the income and expenditure

Complete this section only if you do not have any prepared accounts for the last financial year or if you have not been trading for a full year.

Tell us the exact period covered. This should be your last financial year or if you have not been trading for a year it should be the date your business started until current date.

from

to

Income

If it is none, or not applicable for any of the following then please write this in the box. **Please give proof of all income.**

Sales, takings, or income £

VAT refunded £

Business start up allowance or other grants £

Closing stock £

Cost of sales (stock) £

VAT paid £

Opening stock £

Gross Profit £

Part 3 Self About the income and expenditure (continued)

About your business

Please give expenses that relate to your business. If an expense is not solely related to your business (for example a phone or vehicle used for personal and business use) then please give the amount for each use separately. **Please give proof of expenses.**

	Personal	Business
Drawings (Cash and/or stock)		£ <input type="text"/>
Your wages		£ <input type="text"/>
Your partner's wages (Not business partner)		£ <input type="text"/>
Other people's wages		£ <input type="text"/>
Business Rates		£ <input type="text"/>
Rent	£ <input type="text"/>	£ <input type="text"/>
Business insurance		£ <input type="text"/>
Phone	£ <input type="text"/>	£ <input type="text"/>
Accountant's fee		£ <input type="text"/>
Heating and lighting	£ <input type="text"/>	£ <input type="text"/>
Cleaning		£ <input type="text"/>
Advertising		£ <input type="text"/>
Printing and stationery		£ <input type="text"/>
Postage	£ <input type="text"/>	£ <input type="text"/>
Bank charges		£ <input type="text"/>
Interest payments on a business loan		£ <input type="text"/>
Repairing or replacing business assets (Do not include vehicles)		£ <input type="text"/>
was this covered by insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Leasing charges		£ <input type="text"/>
What is leased?	<input type="text"/>	
Business entertainment		£ <input type="text"/>
Bad debts (For example debts that cannot be collected)		£ <input type="text"/>
Details	<input type="text"/>	
Other expenses		£ <input type="text"/>
Details	<input type="text"/>	
Motoring expenses / Repairs	£ <input type="text"/>	£ <input type="text"/>
Vehicle lease	£ <input type="text"/>	£ <input type="text"/>
Road tax	£ <input type="text"/>	£ <input type="text"/>
Fuel	£ <input type="text"/>	£ <input type="text"/>
Insurance	£ <input type="text"/>	£ <input type="text"/>
Who owns the vehicle? You <input type="checkbox"/> Business <input type="checkbox"/>	% of personal / business use <input type="text"/> %	

Is it reasonable to expect that your trading figures for the next 3 to 6 months will be similar to those given above?

Yes No Differences

Part 3 We need more information (continued)

Part 3 - About the income and expenditure - continued

About other outgoings

Do you pay National Insurance Contributions? No *Please provide your exemption certificate.*

Yes Amount £ Every

Please provide proof of your payments.

Do you pay into a personal pension scheme?

Yes Amount £ Every

Please provide proof of your payments.

Part 4 - Declaration

Please read, sign and date this declaration.

- I declare that the information that I have given on this form is correct and complete.
- I know that I must immediately report any changes in my circumstances to the Revenues & Benefits Team.

Signature

Full name (in CAPITAL LETTERS)

Date

Lined writing area with 30 horizontal lines.

Other formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages.

Contact the Corporate Communications Unit at:

East Dunbartonshire Council,
Civic & Corporate Headquarters
12 Strathkelvin Place
Kirkintilloch
Glasgow
G66 1TJ, Tel: 0300 123 4510.

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

Gabhadh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

For further information about Housing Benefit & Council Tax Reduction, contact:

William Patrick Library, 2-4 West High Street, Kirkintilloch, G66 1AD

Tel: 0800 901 057 Email: benefits@eastdunbarton.gov.uk Visit: www.eastdunbarton.gov.uk