



**Housing Benefit and Council Tax Support
Self-Employed Projection of Earnings Form**

Claim number:

Name :

Address:

This form is for people who are unable to supply actual income and expenditure figures because their business has just started. Claims for people who are starting a new business will normally last 26 weeks. This will be looked at as 2 separate 13 week periods. The first 13 weeks will be based on your estimated income and the second period on the income you actually received in the first period. Eventually we will ask you for documentary proof relating to 52 weeks trading.

Please complete and return this form with your estimated income and expenses for your first 13 weeks of trading. You must keep records of your actual income and expenses from the start of trading. We will need to see these records after 13 weeks and you must complete a Self-Employed Income and Expenses form at that time and provide documentary proof of any expenses.

Section 1 - About your business

Name of business:

Business address:

Do you have a website?
If so please give details:

What kind of work do you do?

Date you started trading as self-employed:

How many hours per week are you working as self-employed?

Please give the names of any business partners:
Please provide your partnership agreement.

Do you intend to use any part of your own home for business purposes? Yes No
 (Please tick one box)

If yes, please give details

Section 2 – Your income and expenses

Have you put any capital into the business, including loans, overdrafts, grants and Enterprise Allowance, in respect of start-up expenses? Please state what they are and give full details.

Estimated business earnings for the first 13 weeks of your business

£

Estimated business expenses for the first 13 weeks of your business	Total amount
Drawings to self	£
Wages to spouse/partner or other staff	£
Rent (for business premises or proportion of your home rent attributed to business use)	£
Business rates	£
Heating and lighting	£
Telephone	£
Internet access/broadband	£
Printing, stationery, postage & advertising	£
Business insurance (not motor)	£
Bank charges on a business account	£
Interest payments on business loan (Please enclose the loan agreement)	£
Stock / Materials	£
Petrol or diesel	£
Road tax & motor insurance	£
Vehicle lease or hire	£
Capital items (i.e. equipment, vehicles)	£
Any other expense (please give details)	£
Estimated Total Expenses	£

If you have any other information you feel is relevant to your claim please use the space below. If there is not enough space, please continue on a separate sheet.

Section 3 - Declaration

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

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Support or both. You may check some of the information with other sources within the Council, the rent service and other Councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other organizations, such as government departments, local authorities and private-sector companies such as banks and organizations that may lend me money, if the law allows this.
- I have read, or had read to me, and understand the information on this form.

I **know** I must let the Council know immediately about any changes in my circumstances, which might affect my claim.

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

Signature

Date

Please return your completed form and any relevant proof to:

Stockport Metropolitan Borough Council, Benefits Team, Town Hall, Stockport. SK1 3XE

If you have any queries, please contact us on-line at www.stockport.gov.uk/bencontactus

You can also text your enquiry to **07797 806626**

We will contact you if we need more information

You may need to provide original documents as proof of your income and spending

Please make sure that you keep any relevant:

- bank or building society statements (business and personal accounts);
- income tax assessments;
- invoices and receipts;
- day books; and
- any other records relevant to your business.

Examples of proofs that may be required for your claim

Item of Income and Expenditure	Possible proof
Sales, Receipts, Takings	Day books, sales ledger, accounts
VAT received	Remittance advise and VAT registration number
Other income into business	Receipts, vouchers, invoices, accounts
Business purchases, VAT paid out, wages, rent, Business Rates, Utilities, telephone, motor costs, professional fees, insurance	Receipts, vouchers, invoices, accounts, utility bills, tenancy agreement
Business bank account charges	Business bank account statements
Business Loans	Loan agreement with repayment terms
Car hire or lease	Lease agreement
Vehicle insurance	Policy documents

If documents are requested you must provide originals, photocopies are not acceptable.

All documents must be provided in a file and arranged into the type of expense and in date order or they will be returned to you to do this, which will delay your claim.

Any expenses declared for which no documentary proof is provided may not be allowed as an expense in the calculation of your net profit. Please note some expenses are not allowable under Housing and Council Tax Support Regulations.