

Housing & Council Tax Benefit Self-Employed Earnings Declaration

Gateshead Council
Benefits Service
Civic Centre
Regent Street
Gateshead, NE8 1HH

This declaration should be completed and returned to the Benefits Service, Gateshead.
Please also remember to complete the other side of this page (if applicable) and sign and date the declaration.

If you are making a new claim for benefit

You will also need to complete one of our Housing and Council Tax Benefit Application Forms. This is available in the Useful Forms section on our Benefits Webpages, a form can also be collected or requested using any of our contact details which are shown on the reverse of this page. Please also see our Self-Employed Guide on our Self-Employed section on our website.

Your full name and home address

Name & address of business

If you have a business partner,
their full name, address & tel number

Do you use any part of your home for
business purposes, if yes give details

On average how many hours do you work each week?

If you pay Personal Pension
Contributions please give details

Amount paid

£

Frequency paid

Do you have any prepared accounts (audited or otherwise) for the last financial year?

"Yes I have prepared accounts"

Please sign and date the Declaration on the reverse of this page and return it with your Application Form and accounts.

"No I do not have prepared accounts"

Please complete the reverse of this page answering each section of information as they are shown.

Income & Expenditure Breakdown

Please confirm the period that your figures cover From To

These should be from your last financial year or if you have not been trading for a year, they should be from the date that your business started trading to the current date.

Income & Spending

Total Income for this period Plus VAT Refunded

Plus Business Start Up Allowance (if applicable)

If a partnership, what percentage of the total profit or loss are your partners? %

Expenditure

Please complete the list of your expenses below and total these in the box shown.

You must keep original evidence and receipts as these will need to be provided if we request these.

Wages	£
Rent	£
Rates	£
Security	£
Lighting and Heating	£
Cleaning	£
Printing postage and stationery	£
Telephone and fax	£
Accountancy	£
Sundry	£
Gas	£
Electricity	£
Telephone and internet	£
Motor expenses - Fuel	£
Motor expenses - Repairs	£
Motor expenses - Insurance	£
Motor expenses - Road Tax	£
Motor expenses - Car Lease	£
Other expenses, please detail below	£
	£
	£
Total	£

Additional Information

Use this section give us any additional information that you want to tell us about your self-employed earnings

Declaration

I understand that if I give information that is incorrect or incomplete you may take action against me. I understand that the information I give may be verified with other sources. I also undertake to let the Council know straight away in writing about any changes in my circumstances which might affect my claim. I declare that the information I have given on this form is correct and complete.

Signature

Date