

## Self-employed earnings estimate declaration



If you have started self-employment in the last three months please use this sheet to give us a detailed estimate of your income and expenses for the next three months. You should also keep records of all actual (not estimated) gross profit and expenses, as we will ask for these later. You should register with HM Revenue and Customs within three months. Go to [www.hmrc.gov.uk/startingup](http://www.hmrc.gov.uk/startingup) for more details. Please return this form to Merton Benefits Service, PO Box 610, Morden, SM4 5ZT

Your Benefit Reference Number:

Date issued:

### Section 1- About You

### About your partner (in the case of couples)

Your name and

Your partner's name

Your address

Your postcode

### Section 2 – Company directors

Are you or your partner a director of a company or business?

You Yes  No

Your partner Yes  No

If No, go to **Section 3** of this form. If Yes please read the section below:

#### Company directors only:

Company Directors are not self-employed under Housing Benefit or Council Tax Support rules. Please answer the following questions about income as a company director.

Do you or your partner take a salary from the net profit of the company? Yes   
No

If Yes, how much is this before any tax or National Insurance per annum? £ \_\_\_\_\_

Do you receive any dividend income from the company if it is listed? Yes  No

What is the value of your share dividend per annum? £ \_\_\_\_\_

What is the capital value of the company? £ \_\_\_\_\_

### Section 3 – Who is self employed

Who is self employed? You  Your partner  Both

If you ticked the box "Both" please ask us for another one of these forms for your partner, or download and print it from [www.merton.gov.uk/benefitforms](http://www.merton.gov.uk/benefitforms)

### Section 4 – About the self employed business

Name of business

Business address

including postcode

What type of self employed business is provided?

What is the estimated gross profit for the next 3 months £ \_\_\_\_\_

Please list any Government funding below:

New Deal 18-24 £ \_\_\_\_\_ The Princes Trust £ \_\_\_\_\_

Self employment credit £ \_\_\_\_\_ The Single Regeneration Budget £ \_\_\_\_\_

New Enterprise Allowance £ \_\_\_\_\_

Is your business a partnership? Yes  No

If "No" go to Section 5. If "Yes" answer the following questions:

How many other business partners are there? \_\_\_\_\_

What percentage of the estimated gross profit above is yours? \_\_\_\_\_%

(Please provide your partnership agreement)

If you are a member of a couple, is your actual partner an associate in the business? Yes  No

If "Yes" what percentage of the estimated profit/loss is theirs? \_\_\_\_\_%

### Section 5 - Estimated business expenses

Type of expense	Amount of expense	% for personal expense
Accountancy fees	£	
Admin charges	£	
Advertising	£	
Bank charges	£	
Building costs	£	
Building maintenance	£	
Business entertainment	£	
Business rates (NNDR)	£	
Capital allowances	£	
Capital on loans for repairs or replacements	£	
Charges to convert foreign currency to £	£	
Cleaning of business premises or equipment	£	
Debt recovery costs	£	
Delivery charges	£	
Depreciation	£	
Expansion costs	£	
Hire or leasing charges	£	
Insurance for business liabilities/assets	£	
Interest on loans for repairs or replacements	£	
Legal fees	£	
Losses incurred before the trading period	£	
Losses from any other business offset	£	
Membership fees for professional bodies	£	
Postage and printing	£	
Proven bad debts	£	
Replacement costs for insured equipment or machinery	£	
Replacement costs for uninsured equipment or machinery	£	
Rent wholly and exclusively business use	£	
Security for business premises	£	
Set up costs	£	
Special clothing e.g. overalls and uniforms	£	
Subcontractor fee 20% or 30% for builders on CIS	£	
Subscription fees for professional bodies	£	
Subsistence	£	
Sundries	£	
Telephone broadband charges	£	
Transport/travel costs	£	
VAT paid to HMRC (excluding refunds)	£	
Vehicle expenses (give details)	£	
Other expenses not listed above (tell us which)	£	

This is a true declaration of my estimated gross income or profit and estimated expenses from self-employment. **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_