Revenues and Benefits Office

Newcastle under Lyme Borough Council

Castle House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Your Full Name: |  | Property Ref: |  |
| Your Current Address: |  | Account Ref: |  |
|  |  | Benefit Ref: |  |

**SELF EMPLOYED EARNINGS INFORMATION (FORM SE)**

**SECTION 1: About Yourself**

Full Name and Residential Address:

|  |
| --- |
|  |

**SECTION 2: About your Business**

Name and Address of Business:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Telephone Number of Business: | Type of Business |
|  |  |

|  |  |
| --- | --- |
| Date Business Commenced: |  |
| Start Date of Current Financial Year: |  |
| Average number of hours worked per week: |  |
| Is your business a partnership? | Yes[ ]  No[ ]  |
| If yes, what percentage of total profit/loss is yours?(Please provide Partnership Agreement) |  |
| Is your Husband/Wife a partner in the business? | Yes[ ]  No[ ]  |
| If yes, what percentage of total profit/loss is theirs? |  |
| Is your husband/wife on the payroll of the business? | Yes[ ]  No[ ]  |
|  |  |
| If yes, what are his/her earnings? |  |
| Are there any other people on the payroll of the business? | Yes[ ]  No[ ]  |
| Do you use part of your own home for business purposes? | Yes[ ]  No[ ]  |

If yes, please give details:

|  |
| --- |
|  |

**SECTION 3 – About the Business Income**

Do you have any prepared accounts (Audited or otherwise) \*Yes[ ]  \*\*No[ ]

for the last Financial Year?

\*if YES, please return a copy with this form.

\*\*If NO, please give a reason why and the date you expect to have them:

|  |
| --- |
|  |

***IF YOU DO NOT HAVE ANY PREPARED ACCOUNTS OR IF YOU HAVE NOT BEEN TRADING FOR A FULL YEAR, PLEASE COMPLETE SECTION 4 OF THIS FORM****.*

Do you have your latest Schedule D Tax Assessment? \*Yes[ ]  \*\*No[ ]

\*If YES, please return a copy with this form.

\*\*If NO, please give a reason why and the date you expect to receive it:

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|  |

**SECTION 4 – About Business Income**

**INCOME** *(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.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State exact period covered: | From: |  | To: |  |

*(This should be your last financial year* ***OR*** *if you have not been trading for a full year it should be the date your business started to current date.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Sales/Takings/Income |  | £ |  |
|  | PLUS VAT Refunded | + | £ |  |
|  | PLUS Closing Stock | + | £ |  |
|  | LESS Cost of Sales | - | £ |  |
|  | LESS VAT Paid Out | - | £ |  |
|  | LESS Opening Stock | - | £ |  |
|  | **GROSS PROFIT** | = | £ |  |

**EXPENSES** *(You must only include amounts that relate* ***SOLELY*** *to the Business; e.g., Telephone – if calls are made you must apportion the total cost in accordance with the amount of private use and enter the amount for business use only)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Drawings (Cash or Stock) |  | £ |  |
|  | Wages Paid to Self |  | £ |  |
|  | Wages Paid to Spouse/Partner |  | £ |  |
|  | Wages Paid to Others |  | £ |  |
|  | Rent (Business premises or proportion of your home rent attributed to the business) |  | £ |  |
|  | Heating and Lighting |  | £ |  |
|  | Cleaning |  | £ |  |
|  | Telephone |  | £ |  |
|  | Business Insurance |  | £ |  |
|  | Advertising |  | £ |  |
|  | Printing and Stationery |  | £ |  |
|  | Postage |  | £ |  |
|  | Accountants Charge |  | £ |  |
|  | Bank Charges |  | £ |  |
|  | Business Loan Interest Payments (please enclose Loan Agreement) |  | £ |  |
|  | Business Assets Repair/Replacement (do not include Motoring) |  |  |  |
|  | Was this covered by insurance? |  | Yes[ ]  No[ ]  |  |
|  | Leasing Charges (do not include Car) |  | £ |  |
|  | Please state what is leased |  |  |  |
|  |  |  |  |  |
|  | Business Entertainment |  | £ |  |
|  | Bad Debts (please specify) |  | £ |  |
|  | Other Expenses (please specify) |  |  |  |
|  |  |  | £ |  |
|  |  |  | £ |  |
|  |  |  | £ |  |
|  |  |  | £ |  |
|  |  |  | £ |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Motoring Expenses |  |  |  |
|  | Car Lease |  | £ |  |
|  | Road Tax |  | £ |  |
|  | Petrol/Diesel |  | £ |  |
|  | Repairs |  | £ |  |
|  | Insurance |  | £ |  |

Who owns the vehicle(s)?

If a Company Vehicle, do you have use of it outside of business? Yes[ ]  No[ ]

***YOU MAY BE REQUIRED TO PROVIDE PROOF OF ANY OF THE EXPENSE ITEMS LISTED ABOVE - IF SO THE COUNCIL WILL WRITE TO YOU.***

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

 Yes[ ]  No[ ]

If ‘NO’ – explain likely difference:

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| --- |
|  |

**SECTION 5 – Other Outgoings**

|  |  |
| --- | --- |
| National Insurance |  |
|  | Do you hold an Exemption Certificate: | Yes[ ]  No[ ]  |
|  | If ‘NO’ please provided evidence of your contributions: | £ |
| Personal Pension Contributions |  |
|  | If you contribute to a Personal Pension Scheme, please state: amount paid | £ |
|  | Frequency (Weekly/Monthly/Annually)  |  |

***YOU MUST PROVIDE PROOF OF PAYMENTS MADE AND MEMBERSHIP OF THE SCHEME.***

**DECLARATION**

*I declare that to the best of my knowledge, the information given is true and complete. I understand that to give false or incomplete information may lead to prosecution. I authorise the Council to verify any information given by me with other sources within the Council and other Councils should they desire.*

*I authorise the Council to use information I have provided in connection with this and any other claim for Social Security Benefits that I have made or may make. Some information may be given to other Government organizations, if the law allows this.*

*I undertake to notify in* ***WRITING*** *any change in my income* ***IMMEDIATELY*** *if such change occurs.*

|  |  |
| --- | --- |
| Name:  | Signature:  |
| Tel:  | Email:  | Date:  |

**Once you have completed this form, please email** **benefits@newcastle-staffs.gov.uk**

*General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice*