



Self Employed Declaration of Earnings

City of Cardiff Council
Housing Benefit, Council Tax reduction, Free School Meals

Complete this form only if you have been trading for at least one month.

About you

Full name:
Address:
Postcode:
Telephone number:
Claim reference number if known:

About your business

Business name:
Business address:
Type of business:
Date business started:
Are you a Company Director? (If you are the business will have been registered with Companies House): YES/NO
Average number of hours worked per week:
Do you have prepared accounts audited or otherwise for the last financial year? (Your HMRC self-assessment form is not acceptable as proof of your self-employed income) YES/NO
If you've answered NO, give the reason and the date you expect to have them:
<i>If you've answered YES you do not need to complete this form, please submit these accounts</i>
Is your partner on the payroll of the business? YES/NO
If YES what are his/her earnings? £ every week/month

Income and Expenses

We need details of all income and expenses over the last financial year 9 April to March. If you have not been trading for that long please details all income and expenses for the entire time you have been trading

What is the EXACT period of income and expenses covered on this form?

From / / to / /

What is the TOTAL income of the business during this period? £

Have you or the business received a VAT refund or payment, Enterprise Allowance or any COVID related grants during this period? Please give detail: YES/NO

Business Expenses. Include amounts only related to the business. (If you are a childminder you do not need to provide details of your expenses)

Wages paid out to self
Include any NI contributions

£.....

Wages paid out to spouse
Include any NI contributions

£.....

Wages paid out to others
Include any NI contributions

£.....

Accountancy costs

£.....

Bank charges

£.....

Rent for business premises

£.....

Business travel and hotel expenses
Do not include motoring expenses

£.....

Cleaning

£.....

Carriage, packaging and delivery costs

£.....

Heating & lighting for business use

£.....

Legal fees

Protective clothing

Stationary and postage

Advertising

Purchase of stock and supplies

Subscription to a professional organisation

Telephone
Amount for business use only

VAT payments and excess VAT payments

Business insurance

If you pay business insurance please state what is covered

Hire / Leasing charges

If you pay hire or leasing charges please state what is hired / leased.
DO NOT INCLUDE CAR

New Equipment and repairs to existing equipment

Have you paid for **repairs** to any business assets during the accounts period in Section 3? YES / NO

How much was the repair?
Please provide proof if the repair was a large amount

Have you bought any **new** business assets during the accounts period in Section 3? YES / NO

What was purchased?

How much was the purchase(s)?

Business Loans

Are you repaying any business loans?

YES / NO

What was the loan(s) taken out for?

Please enclose a copy of the loan agreement(s)

What are the loan repayments?

£.....every.....

How much of the total repayment is for interest?

£.....every.....

Motoring Expenses

Do you use a vehicle for business?

YES/NO

Total spent on car lease for the vehicle

£.....every.....

Total spent on road tax for the vehicle

£.....

Total spent on fuel for the vehicle

£.....

Total spent on insurance for the vehicle

£.....

Do you also use the vehicle for personal use?

YES/NO

If yes above, how often is your vehicle used for personal use?

.....%

Is the vehicle insured for business use?

YES/NO

Bad Debt

Please state the details of each actual bad debt, including any recovery action you have taken

Do not include provisions for bad debt

Other Expenses

..... £.....

..... £.....

..... £.....

..... £.....

..... £.....

..... £.....

Future Trading

Do you expect income and expenses for the next six months to be similar to those quoted above? YES/NO

If 'NO' explain likely differences

Any other information

Please tell us about anything else that you think we should know in the space below

Declaration

The information I have given the Council is true and complete. I understand that to give false information may lead to prosecution. I authorise the council to verify any information given by me, should they so desire. I undertake to notify any change in my income IMMEDIATELY if such changes occur.

Signature:
Date:

You can upload this form online using your mobile at www.cardiff.gov.uk/evidencebenefits , email it to us at benefits@cardiff.gov.uk or post it to:

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg