

Self Employed Earnings Form

If you are self-employed, please provide your trading accounts for the last financial year. If you do not have these, please complete the self-employed earnings form below. Unfortunately, we are unable to use your tax return to assess your claim.

Your name.....

Your address.....

Benefit claim number if known.....

Type of business.....

Address of business.....

What periods do your earnings cover? From.....To.....

What is your gross turnover during this period £.....

How many hours do you work each week

Please complete the expenditure form below

Expenditure	Amount £	Expenditure	Amount £
Accountancy charges		Motor fuel	
Advertising		Motor insurance	
Business insurance		Motor repairs/cleaning	
Capital expenditure		Motor Tax	
Heat & light (business premises only)		Motor car lease/loan interest	
Rent (business premises only)		Printing stationery & postage	
Hire purchase costs		Business rates	

Interest on loans		Staff wages (not to yourself)	
Legal fees		Taxi radio hire	
Loan repayments		Telephone expenses	
Materials, stock, supplies		Other expenses	

I confirm that the information I have provided on this form is true and correct.

Completed by.....
Your signature.....
Date.....

Please complete this form and email it to: croyhben@croydon.gov.uk, alternatively print and send to: Croydon Council, Benefits Section, Taberner House, Park Lane, CR9 1BQ.

Bringing your documents to Access Croydon in Taberner House, Park Lane, Croydon. We are open Monday to Friday, 8.30am to 4.45pm

Notes on how to complete the self employed earnings form

Please ensure you tell us your name, the type of work you do and the address of your business

Tell us what periods your records cover, how much you have earned, and how much you have spent:

If you have been self employed for 12 months or more please tell us about what you have earned and spent over the last 12 months.

If you have only just become self employed then tell us about what you have earned and spent so far.

If you have spent more than you have earned, or have not yet started your business, you will need to tell us how you have been paying for your food, gas, electric etc on a separate sheet of paper

Gross turnover:

This is the amount your business has earned, or you expect to earn before you take off any expenses. You should also include any work that you have done, but are still waiting to be paid for

Below is an example of how this part of your completed form should look

What periods do your earnings cover? From 01/04/2009 To.31/03/2010

What is your gross turnover during this period £13,972.00

Expenditure	Amount £	Expenditure	Amount £
Accountancy charges	250.00	Motor fuel	1,647.00
Advertising	75.00	Motor insurance	553.21
Business insurance	350.00	Motor repairs/cleaning	336.19
Capital expenditure	0.00	Motor Tax	156.00
Heat & light (business premises only)	2,667.00	Motor car lease/loan interest	0.00