

# SELF-EMPLOYED WORKSHEET

## FOR RATES HOUSING BENEFIT/RATE RELIEF APPLICATION



Land &  
Property  
Services.

### PLEASE READ THESE GUIDANCE NOTES FIRST

You should only complete this form if you are self-employed **and** do not have **certified accounts** compiled by an accountant.

If you are a **company director** you should send your most recent annual accounts compiled by an accountant **and**, if you draw a salary from the business, printed payslips detailing the amount. These must be the most recent and consecutive. Please send five weekly, three fortnightly or two monthly payslips.

**You must complete all questions in in this form.** If a particular question is not relevant to you, please write N/A and continue with the rest of the form.

You **must** sign and date the declaration at the end of this worksheet. Please read it carefully before signing as the information you give must be true and complete.

**Important:** if you fail to supply the correct information your claim may be affected and you may lose benefit you would otherwise be entitled to. If you knowingly supply false information in order to qualify for rates Housing Benefit and/or Rate Relief you may be prosecuted.

**Return to:** Land & Property Services; Housing Benefit Central Unit; Lincoln Building; 27–45 Great Victoria Street; Malone Lower; BELFAST, BT2 7SL

### SECTION 1 – CONTACT DETAILS

1.1 Your name

1.2 Claim number

1.3 Telephone number

1.4 Mobile number

1.5 Email

### SECTION 2 – BUSINESS DETAILS

2.1 Name of the business

2.2 Business address

  
  

2.2a Postcode

2.3 Type of business/occupation

2.4 You should supply information for a period of **one year**. If you have been trading for less than a year, please supply information covering the full period you have been in business.

2.4a For what dates are you giving us details of your income and expenses? **From**

DD/MM/YYYY

/ /

**to**

DD/MM/YYYY

/ /

2.4b Average hours worked per week

 **hours**

## SECTION 3 – EARNINGS

3.1	Money received for sale of goods/work done	£	
3.2	Government grants/allowances	£	
3.3	Interest received on investments	£	
3.4	<b>Total gross income from self-employment</b>	£	Total three amounts above

## SECTION 4 – BUSINESS EXPENSES

**Do not** include start-up or expansion costs of the business in this section (see Section 5). Please ensure the information you supply below covers the full period you have indicated in 2.4a.

4.1	How many employees do you have?	
4.2	<b>Wages</b>	
4.2a	Business Partner(s)	£
4.2b	Spouse/Partner employed by business	£
4.2c	Others	£
4.2d	Your drawings from the business	£
4.3	<b>Stock/equipment</b>	
4.3a	Purchase of stock	£
4.3b	Goods/materials	£
4.4	<b>Maintenance</b>	
4.4a	Replacement equipment	£
4.4b	Repair of tools/equipment	£
4.5	<b>Insurance</b>	
4.5a	Employers liability insurance	£
4.5b	Stock Insurance	£
4.5c	Business Insurance	£
4.5d	Other Insurance. Please specify:	
		£
4.6	<b>Stationery</b>	£
4.7	<b>Advertising</b>	£

4.8 **Bank charges** £

4.9 Please give details of **any loans**, i.e. purpose, amount of capital repaid annually:

4.9a **Business loan interest** £

4.9b If the business loan was in relation to a motor vehicle, please state if this is also used for personal use .....  Yes  No

4.10 **Vehicle expenses:** Where applicable you should supply information about any vehicle(s) you have which are used solely for business use or both business and personal use. You should also give details of any vehicle(s) purchased through the business which are used solely for personal use.

	business use	personal use
4.10a Road tax	£ <input type="text"/>	£ <input type="text"/>
4.10b Insurance	£ <input type="text"/>	£ <input type="text"/>
4.10c Fuel	£ <input type="text"/>	£ <input type="text"/>
4.10d Repair	£ <input type="text"/>	£ <input type="text"/>

4.10e Do you have a separate vehicle for business use? .....  Yes  No

4.10f **If you do not own a vehicle solely for business use**, please report the number of miles covered by your vehicle for the period mentioned in question 2.4a:

for business purposes. ....  **miles**

for personal purposes .....  **miles**

4.11 <b>Telephone</b>	business use	personal use
4.11a Landline	£ <input type="text"/>	£ <input type="text"/>
4.11b Mobile	£ <input type="text"/>	£ <input type="text"/>

4.12 **Light and heat** £

4.13 **Rent** (business premises only) £

4.14 **Mortgage** (business premises only) £

4.15 **Other business expenses.** Please specify:  
 £   
 £   
 £

## SECTION 5 – START-UP AND EXPANSION COSTS

5.1 Capital expenditure. Purchase of new assets. Please specify

	£	
	£	
	£	

5.2 Other start-up and expansion costs. Please specify.

	£	
	£	
	£	

5.3 Do you make payments towards a private pension? .....  Yes  No

5.3a How much do you pay? £  **Please provide evidence**

5.3b How often?

5.4 Do you receive tax relief on your pension? .....  Yes  No

5.4a If yes, how much? £

## SECTION 6 – DECLARATION

- I declare that the information supplied by me is correct and complete.
- I understand that to knowingly supply false information is an offence and may result in prosecution.
- I authorise Land & Property Services to make any enquiries it deems necessary to assess my entitlement to Rates Housing Benefit and Rate Relief.

6.1 Signed

6.2 Date  DD/MM/YYYY

**If you need this form in a different language or format, please contact us.**

**PLEASE RETURN THE COMPLETED FORM TO:**

**Housing Benefit  
Central Unit  
Land & Property Services**  
Lincoln Building  
27-45 Great Victoria Street  
Malone Lower  
BELFAST, BT2 7SL

**CONTACT US**

Dial **0300 200 7802**  
(calls charged at local rate)  
Dial **0044 28 9054 1613**  
if outside the UK  
Textphone **18001101**  
**Or call into your local LPS office**



Land & Property Services.

