

# Housing Benefit and Council Tax Benefit (sup 1)

## Self-employed supplement

Please fill in this form if you are self-employed.

Please print in **CAPITAL** letters using black ink.

### A About you

Title Mr  Mrs  Miss  Ms

Surname

Other names

Address   
(including room number)

Daytime phone number

Date of birth

### B About your business

Who is self-employed?   
(Please give their name.)

Do you have a partner who is also self-employed? No  Yes   
If 'Yes', they **must** fill in a separate SUP 1 form.

What kind of work do they do?

When did the business start trading?

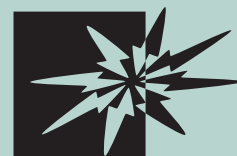
What is the address and postcode of your business?

Do you get Business Start-Up Allowance? No  Yes   
If 'Yes', how much do you get? £

How many hours do you work each week?

Are you a sole trader? No  Yes

If you are in partnership, please give the names of the other partner.



## C About your accounts

The period to which these details relate runs

from  to

My total income for this period is

This includes the following.

◆ Loan

◆ Sales

◆ Payments for work done

◆ Business Start-Up Allowance

◆ Other

My total spending for this period is

This includes the following.

**Renting a working or office**

◆ Rates for the working or office

◆ Interest only on your mortgage for the workshop or office

◆ Gas and electricity

◆ Phone

◆ Cleaning

◆ Postage, packing & delivery cost

◆ Stationery

◆ Hire

◆ Repair not paid by insurance

◆ Replacement not paid by insurance

◆ Repaying loan

◆ Interest on loan

◆ Interest on hire purchase

◆ Proven bad debts of clients

◆ Wages you pay to employees

◆ Wages paid to me

◆ Other

What did you use the loan for?

◆ Bank charges

◆ Accountancy fees

Please give details.

◆ Advertising

◆ Essential publications

◆ Private pension

◆ Insurance

◆ Legal fees

◆ Business travel (not between home and office)

◆ Petrol (not between home and office)

◆ Cost of goods or materials for resale or manufacture

of

of

of

What did you use the loan for?

What did you use the loan for?

What did you hire-purchase?

How many employees and contractors do you employ?

Please give details.

**Please send us the following proof. A copy of your recent accounts, your latest Schedule D, evidence of National Insurance payments, proof of your Business Start-Up Allowance, and your last six months' business account bank statements.**

## D Declaration

As far as I know the information I have given on this form is true and complete and I authorise you to make any enquires needed to check this information.

I understand that to give false information may lead to prosecution. I will write and tell you about any change in my income **immediately** as the changes happen.

Your signature

Date  /  /