

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

First 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

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

from: to:

What did you use the loan for?

- Bank charges
- Accountancy fees

Please give details.

This includes the following:

- Renting a shop 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

- Advertising
- Essential publications
- Private pension

- Insurance
- Legal fees
- Business travel (not between home and office)

- Petrol
- 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 give us the following proof. A copy of your recent accounts, your latest Self-Assessment tax return, 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 / /