



Brent Customer Services
 Brent Civic Centre
 Engineers Way
 Wembley
 Middlesex
 HA9 0FJ

Email: benefitchanges@brent.gov.uk
www.brent.gov.uk

Housing Benefit Reference	
Claimants Name	
Address	

Self-Employed Income & Expenses Declaration

Before completing the Self-Employed section of this form, you must make sure you have read the Self-Employed information sections and understand the following in full (please tick all):

- I understand I must tell you about expenses relating to the business
- I understand I must declare all income received for my/my partners business
- I understand I must be able to provide evidence of all income and business expenses declared
- I understand that I will be responsible for repaying any overpaid benefit caused by failing to meet the above 3 points

Name of Self-Employed Person	
What is the name of your business?	
Do you have any business partners? If so, how many?	
What is the type of business you have?	
What date did your business begin	
How many hours do you work per week?	

Please tell us the exact period your income & expenses covers. This should be either the past 12months OR your last trading year	From		To	
--	------	--	----	--

Do you make regular contributions towards a pension	Yes/No	If so, how often and how much? (please circle)	Weekly/Monthly £
---	--------	--	---------------------

Income

Please tell us about all of the income you have received in the past 12months OR your last trading year

Total Payments received for the goods or services you've provided	£
Insurance pay outs you've received to repair or replace equipment needed to run your business	£
Interest you received from your business bank accounts	£
Refunds on items you've returned back to supplies	£
Income you receive for renting out your business premise	£
Royalties	£
Tips	£
VAT refunds	£
Total Income received for the past 12months OR last trading year	£

Expense

Please tell us about all of the expenses you have incurred in the past 12months OR your last trading year. Note: All of them may not be allowable expenses

Please only tell us about the money that has been spent on running the business. Do not include any amount for personal use

Accountancy fee	£
Advertising cost	£
Bank charge	£
Building maintenance cost	£
Business entertainment cost	£
Business Rates	£
Business Rent	£
Carriage charge to deliver goods	£
Cleaning of business premises and assets	£
Commission to convert foreign currency to sterling	£
Debt of the current business	£

Debt recovery cost	£
Delivery charge to receive goods	£
Drawings	£
Fuel for heating, lighting, hot water, cooking and power to machines	£
Hire, rental, leasing and consumer credit agreement charge	£
Income Tax payment on behalf of an employee	£
Income Tax payment on behalf of the self-employed person	£
Insurance premium for business liability and physical assets	£
Interest payment on business loan, including a bank or building society overdraft	£
Legal fee	£
Loss incurred before the Assessment or Computation Period	£
Loss occurring in another business or employment	£
Miscellaneous item	£
National Insurance Contributions - Class 1 on behalf of an employee	£
National Insurance Contributions - Class 2 and Class 4 on behalf of the self-employed person	£
Pension Scheme - company premium on behalf of an employee or the self-employed person	£
Pension Scheme - personal premium paid by the self-employed person	£
Postage charge	£
Proven bad debt due to insolvency - bankruptcy/sequestration/liquidation	£
Proven bad debt where the debtor died with no estate	£
Proven bad debt where the debtor is disappeared	£
Proven bad debt where the debtor is imprisoned	£
Provision for bad debt	£
Raw material	£
Special clothing	£
Sponsorship payment	£
Stationery costs, including for computer consumable and printing	£

Stock	£
Subscription to trade publication	£
Subsistence	£
Telephone, telex and fax charge and rental	£
Tools charges	£
Transport costs for fares, petrol, road tax, AA/RAC, servicing, insurance, etc.	£
Value Added Tax paid in excess of a Value Added Tax refund	£
Wages to a life partner	£
Wages to an employee other than to life partner	£
Water charge	£
Expenditure on a new capital asset financed via a loan	£
Expenditure to replace or repair an existing capital asset financed via a loan	£
Capital expenditure on a new capital asset, or to repair or replace an existing capital asset NOT financed via a loan	£
Capital expenditure from any source used or intended to set up the business	£
Depreciation of capital asset	£
Total expenses paid for the past 12months OR last trading year	£

Total Gross Income	£		
Less Allowable Expenses	£		
= Net Profit for the year	£	Divide by 52 (for weekly income)	£

If you're weekly net profit (income after the expenses have been taken off) **is less than £55 per week**, please provide a detailed explanation below of how you are meeting your day to day living costs. Note: You may be asked for evidence of this

Signature Date