

Name and Address:

Telephone Number:

Office Use

HB Ref:

✉ Please complete this form and return it to the Benefits Section, Town Hall, PO Box 224, Hereford, HR1 2XW

1 Personal and Business

1. What is the name of your business?
2. What is your business address?
3. How many hours do you work each week?
4. What is the nature of your business?
5. Do you contribute to a personal pension scheme?
No Yes - £ _____ every _____ (week, 4 weeks, month etc)
PLEASE PROVIDE PROOF OF PAYMENTS MADE AND MEMBERSHIP OF THE SCHEME
6. Is your business a partnership? No Yes
Do you have more than one business? No Yes
NATIONAL INSURANCE: Do you hold an exemption certificate? No Yes
7. Do you have any prepared accounts (audited) for the last financial year? No Yes
If yes please return a copy with this form and go straight to Section 4
If no give the reason why and the date you expect to have them: _____

8. Do you have your latest schedule D Tax assessment? No Yes
If yes please return a copy with this form
If no please give your reason why not and the date you expect to receive it:

We need to see:

- A copy of your most recent accounts
- and your latest schedule D tax assessment (if you have one)

If you do not have any prepared accounts, or you have not been trading for a full year you must complete Sections 2 and 3 of this form

Complete this section if you do not have your most recent accounts or if you have not been trading for a full year.

In this section, you should give details of your last 3 months trading.
If you have not been trading for at least 3 months, you may give a shorter period.

2 Income

1. Please tell us what period these figures cover:-

From: To:

2. Is it likely that these figures will alter substantially in the next 3-6 months?

No Yes If yes please tell us why:

3. Source of Income	Amount	Cost of Sales	Amount
SALES	£	PURCHASES	£
TAKINGS	£	OPENING STOCK	£
VAT REFUNDED	£	VAT PAID OUT	£
BUSINESS START UP ALLOWANCE £ (formerly Enterprise Allowance)			
CLOSING STOCK	£		
OTHERS (please list)	£		
Total Income	£		
Less Costs	£		

3 Expenditure

3a Motoring Expenses

Type of Expense	Amount
Car Lease	£
Road Tax	£
Petrol	£
Repairs	£
Insurance	£

Who owns the vehicle(s): Self / Business

If it is a Company vehicle do you have use of it outside business? No Yes

= Gross Profit £ _____

YOU MUST ONLY INCLUDE AMOUNTS THAT RELATE **SOLEY** TO THE BUSINESS e.g. Telephone – only include those calls made for business purposes not for private use.

Nature of expenditure	Amount
WAGES PAID TO – SELF	£
SPOUSE	£
OTHERS	£
RENT	£
BUSINESS RATES	£
HEATING AND LIGHTING	£
CLEANING	£
TELEPHONE	£
BUSINESS INSURANCE	£
ADVERTISING	£
PRINTING AND STATIONERY	£
POSTAGE, CARRIAGE, PACKING AND DELIVERY COSTS	£
LEGAL FEES AND ACCOUNTANTS CHARGES	£
BANK CHARGES FOR BUSINESS	£
INTEREST PAYMENTS ON BUSINESS LOAN	£
(Please enclose a copy of the loan agreement)	
REPAIR/REPLACEMENT OF A BUSINESS ASSET AFTER THE DEDUCTION OF ANY INSURANCE PAYOUT (do not include motoring)	£
HIRE, HIRE PURCHASE AND LEASING CHARGES (not including car)	£
MANUFACTURING MATERIALS AND GOODS BOUGHT FOR RESALE	£
SUBSCRIPTIONS TO PROFESSIONAL AND TRADE ORGANISATIONS	£
BUSINESS TRAVEL AND HOTEL EXPENSES	£
MORTGAGE AND LOAN INTEREST	£
(where the loan has been taken out for the purpose of the business)	
BUSINESS ENTERTAINMENT OR MEALS (including promotional events)	£
BAD DEBTS	£
(a debt which has been taken to court or where it is more than 12 months old and looks like it cannot be recovered)	

OTHER EXPENSES *(please specify)*

Is it likely that these figures will alter substantially in the next 3–6 months?

No Yes If yes please tell us why:

**YOU MAY BE REQUIRED TO PROVIDE PROOF OF ANY OF THE EXPENSE ITEMS LISTED –
IF SO WE WILL WRITE TO YOU**

Please use this space to give us any additional information you think may be useful.

4 Declaration

I declare that to the best of my knowledge the information given is true and complete. I understand that to give false information may lead to prosecution.

I authorise the Council to verify any information given by me should they so desire.

I understand that I must notify, in WRITING, any change in my income IMMEDIATELY if such changes occur.

SIGNATURE OF APPLICANT: _____ Date: _____

Where to get help and advice

If you have trouble filling in the application form, do not struggle on your own. Pick up the phone or call in at one of the offices listed below.

- Revenues and Benefits services, Town Hall, St Owen Street, Hereford.
- Info in Herefordshire, Corn Square, Lemominster
- Info in Herefordshire, Swan House, Edde Cross Street, Ross-On-Wye
- Info in Herefordshire, Rowberry Street, Bromyard.
- Info in Herefordshire, Mill Street, Kington

Changes in circumstances

You must tell us about any changes in your circumstances after you have filled in this form. This could be things like:

- You change your address
- Your income, or the income of somebody living in the same house as you goes up or down, this includes tax credits.
- Your savings and investments, or those of anyone you have told us about go up or down.
- You or your partner start work or change your job
- Anyone that you have told us about on the your claim goes into hospital

How we collect and use information

The information collected on this form, will be used to process your Housing and Council Tax Benefit claim. The information may be passed to the Department for Work and Pensions, Employment service and Inland Revenue as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from other third parties, or give information to them to check the accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government bodies and local authorities.

We will not disclose information about you to anyone outside Herefordshire Council nor use information about you for other purposes unless the law permits us to.

Herefordshire Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use the information, you can find out by writing to us at the address shown on the front page.