



Claim Number

**Housing and Council Tax Benefit**

**Complete this sheet only if you do not have any prepared Accounts for the last financial year or if you have not been trading for a full year. If you have just started trading please give a years estimated figures. We will need to see some proof of the amounts given on this sheet.**

**1 About Yourself**

Full name.

Home address.

**2 Period**

State exact period covered From  to

**This should be your last full financial year or if you have not been trading for a year it should be the date your business started to current date.**

**3 Income**

Sales, Takings, Work Done  £

Does this income include Tips? No  Yes

Commission, Interest etc  £

Other (please specify)  £

Do you receive a government business allowance? No  Yes

If **yes**, please state

the name of the allowance

the amount  £ how often it is paid

if it is a grant or a loan

**4 Stock**

What was the value of your stock at the beginning of this period?  £

What was the value of your stock at the end of this period?  £

Have you taken any goods for your own use during this period? No  Yes

If **yes**, what was the value of these goods?  £

**5 Expenses**

Drawings or wages paid to; Self  £ Spouse  £ Others  £

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**6 Business Expenditure**

Please state here the out goings of your business during the period stated overleaf.

Please **do not** include in your list : Depreciation, Business Entertainment, HP, Money spent to set up or expand the business, or any loss you may have made before you made your claim.

**Please state the period the expenses cover if it is not for the same period as shown overleaf e.g. gas bill - quarterly .**

Expense	Total Spent	Private Use, state amount or write 'none'	Period
Purchase of goods for resale			
Rent/Mortgage Interest (business premises)			
Business/Water Rates			
Heating and Lighting (business only)			
Insurance (excluding vehicle insurance) Specify type i.e. public liability etc.			Year
Postage			
Telephone			
Printing, Stationery, and Advertising			
Repairs and Replacement of Business Asset (Do not include motoring)			
Was this covered by insurance?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
Interest Payments on Business Loan (Please enclose copy of loan agreement)			
Motor Expenses: ~ Petrol			
„ ~ Road Tax			Year
„ ~ Insurance			Year
„ ~ Repairs & Renewal			
„ ~ Car Lease			
Other Expenses (Please specify)			

**You may be required to provide proof of any expense items listed. If so we will write to you.**

**7 Declaration Please read this declaration carefully before you sign and date it.**

**I understand the following**

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have provided to process my claim for Housing and Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices, and other councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

**I know** I must let the council know about any changes in my circumstances, which might affect my claim.

**I declare** the information given on this form is correct and complete.

**Signature**

**Date**