

- Housing Benefit • Council Tax Reduction
- Alternative Council Tax Reduction

CONFIDENTIAL

This form can be made available in other languages and formats (including large print, audio tape and Braille as appropriate). Please telephone 01482 300 303



Note: a **separate form** must be completed in full, for **each** individual self employed business.

Case Number

When complete, please return this form for the attention of

to - FREEPOST RSJC-KKBE-ABXZ, Revenues and Benefits, Hull City Council, PO Box 15, Hull HU1 2AA

Part 1 About You

Surname or family name

Address including Room and or Flat number

Other names

Postcode

Any other names you have used

Telephone Number

National Insurance Number

Mobile Number

Email address if you have one

Part 2 About your business

Please complete and return this form so that your claim for Housing Benefit and or Council Tax Reduction can be processed. The information will be used to assess your average weekly income for the first 26 weeks of your claim. You must keep records of all your income and expenses from when you started trading. We will need to see these records after 26 weeks and you must also complete a Self-Employed Income and Expenses form at that time. If you have any questions regarding this form please ring 01482 300 303 and you will be contacted by a Benefits Officer.

What date did you start trading as self-employed?

How many hours per week are you working self-employed?

Estimated Earnings

per week

or per calendar month

Estimated Expenses

Business expenses only, not including private use.

Do you receive New Enterprise Allowance?

No Yes

If 'Yes' what date did you start to receive it?

(You will need to provide proof of this, either with your award letter or from a bank statement)

Do you intend to take Drawings from your business?

No Yes

If 'Yes' please state how much?

per week

or per calendar month

Have you put any capital into the business, including loans, overdrafts and grants, in respect of start-up expenses? Please state what they are and give full details.

Do you intend to use any part of your home for business purposes?

No Yes

Please give the trading name of your business.

What type of work does your business do?

Please give the names of any business partners

Please give the address of your business premises if different from your home address.

Postcode

Please give a telephone number where you can be contacted

Mobile Telephone Number or e-mail address

Do you have more than one self-employed business?

No Yes

If 'Yes' please provide full details in the space below.

If there is not enough space, please continue on a separate sheet.

You **must** complete a separate form and provide all necessary proofs for **each separate business**. If you have any other information you feel is relevant to your claim please use the space below.

If there is not enough space, please continue on a separate sheet.

Are you supplying a separate sheet? No Yes

Part 3 Declaration

Please read this declaration carefully and sign below.

I declare that the information I have given is true and complete and I have notified you about all my changes in circumstances which may affect my Housing Benefit, Council Tax Reduction or Alternative Council Tax Reduction.

I am aware it is an offence to deliberately make a false statement or withhold material information in order to obtain Housing Benefit or Council Tax Reduction and to do so could result in Hull City Council taking action against me. This may include court action which could lead to prosecution.

I understand that I may have to pay back any Housing Benefit which I am overpaid and that my Council Tax account will be adjusted where I have received too much Council Tax Reduction

Please recalculate my entitlement to both Housing Benefit and/or Council Tax Reduction.

Signature(s) of Applicant(s)

Date

 / /

For Office use only.

L.A. Date

Received