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# For people who are or have been self-employed, a subcontractor or a company director

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Part of the Department for Work and Pensions

**Please answer all the questions that apply to you or your partner, if you have one. If you do not, any payment could be delayed.**

## Do you have a partner who is living with you?

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

**No**

**Yes**

You and your partner, if you have one, must fill in **all** parts of the form that apply to you.

**You**

**Your partner**

**Surname**

**Other names**

**Date of birth**

Letters

Numbers

Letter

Letters

Numbers

Letter

## National Insurance (NI) number

This will help us deal with your claim quickly. You can find the NI number on your NI number card, letters from social security and payslips.

## Address

Please tell us your address. And tell us your partner's address, if different.

Postcode

**Daytime phone number**

Code

Number

Code

Number

	You	Your partner
<b>Are you or your partner self-employed?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
On what date did you or your partner become self-employed?		
<b>Are you or your partner a share fisherman?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
Do you or your partner own a boat?	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
What is your or your partner's percentage share of the catch?	%	%
	Please send us details of your income and expenses for the last 13 weeks.	Please send us details of their income and expenses for the last 13 weeks.
<b>Do you or your partner run a farm or croft?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
Have you or your partner been in touch with the Agricultural Development Advisory Service about subsidies?	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
	Please send us any details about this.	Please send us any details about this.
<b>What trade or business are you or your partner involved in?</b>		
For example, a shop or restaurant.		
Name and address of the business		
	Postcode	
When did the business start?		

	<b>You</b>	<b>Your partner</b>
<b>Have you or your partner stopped trading?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>

Date trading stopped

If you or your partner have stopped trading please say why. For example, are you temporarily without work or sick?

If you or your partner have stopped work because of illness please say when you hope to return to work.

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<b>Are you or your partner the director of a company?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>

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<b>Is anyone running the business in your absence?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>

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<b>Has any money been received into the business since you or your partner last worked?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>

How much has been received?

When was it received?

Please list any business expenses paid out to earn the amount received

	You		Your partner	
<b>Is the business regarded as a going concern by yourself, your bankers, accountant and creditors?</b>	No		No	
	Yes		Yes	
<b>Do you or your partner have reasonable prospects of more work in the business in the near future?</b>	No	Please say why below.	No	Please say why below.
	Yes		Yes	
When do you hope to start work again?				
<b>Do you or your partner hope to resume work in the business when economic conditions improve?</b>	No		No	
	Yes		Yes	
When do you expect this to be?				
<b>Are you or your partner available for work and looking for work in any other field of employment during this break in employment?</b>	No		No	
	Yes		Yes	
If you are not available for other work or looking for other work, please tell us why.				
<b>Are you or your partner currently undertaking any activities in connection with self-employment?</b>	No		No	
	Yes	Please tell us about this below.	Yes	Please tell us about this below.
For example, advertising, ordering stock, visiting potential customers.				

	<b>You</b>		<b>Your partner</b>	
<b>Are you or your partner still regarded as self-employed by these people?</b>	<b>VAT</b>		<b>VAT</b>	
	<b>HM Revenue &amp; Customs (National Insurance Contributions)</b>		<b>HM Revenue &amp; Customs (National Insurance Contributions)</b>	
<b>If the business is in decline or has temporarily stopped, do you or your partner consider this to be the normal pattern of work?</b>	<b>No</b>	Please say why below.	<b>No</b>	Please say why below.
	<b>Yes</b>	Please say why below.	<b>Yes</b>	Please say why below.
<b>How long is the break between contracts or jobs normally?</b>				
<b>How many hours a week on average were you or your partner working before you claimed benefit?</b>		hours a week		hours a week
<b>How many hours a week on average are you or your partner working now?</b>		hours a week		hours a week
Include any time spent <ul style="list-style-type: none"> <li>● on jobs or contracts</li> <li>● purchasing or selling stock</li> <li>● canvassing for work</li> <li>● giving estimates</li> <li>● travelling in connection with work but not to or from work</li> <li>● advertising</li> <li>● supervising or managing</li> <li>● on research or practising</li> <li>● cleaning</li> <li>● maintaining capital assets</li> <li>● doing the accounts.</li> </ul>				

**Do you or your partner own any business assets?**

For example, property, vehicles, stock, tools, machinery etc

**You**

**No**

**Yes**      Please list the assets and their value.

£
£
£
£
£
£
£
£
£

**Your partner**

**No**

**Yes**      Please list the assets and their value.

£
£
£
£
£
£
£
£
£

**If you or your partner do not intend to start trading again, do you intend to sell the business assets?**

If **No**, tell us why you are not going to sell the assets. Business assets may affect the amount of benefit you can get.

**No**

**Yes**

**No**

**Yes**

**How long do you think you or your partner need to sell the business assets?**

**You**

**Your partner**

What action have you or your partner taken to sell the business assets?

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Are any debts secured against the business assets?

**No**

**No**

**Yes**

**Yes**

How much are the debts?

£

£

What are the debts for?

	You	Your partner
<b>Do you or your partner have a business account with a bank?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
How much is in the account?	£	£
	Please send a statement from the bank or from an accountant.	Please send a statement from the bank or from an accountant.
<hr/>		
<b>Are you or your partner owed any money?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
How much money is owed?	£	£
What is the money owed for?		
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<b>Is the business in liquidation or receivership?</b>	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>
Name and address of the accountant or insolvency practitioner		
	Postcode	
Their phone number	Code	Code
	Number	Number
Can we ask the the accountant or insolvency practitioner for information, if we need to?	<b>No</b>	<b>No</b>
	<b>Yes</b>	<b>Yes</b>

	You	Your partner
<b>Is there a profit and loss account for a 12 month period ending within the last year?</b>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send it to us.</p>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send it to us.</p>
<b>Is there a trading account for a 12 month period ending within the last year?</b>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send it to us.</p>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send it to us.</p>
<b>Are there any balance sheets for the last year?</b>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send them to us.</p>	<p><b>No</b></p> <p><b>Yes</b></p> <p>Please send them to us.</p>
<b>Do you or your partner have an accountant?</b>	<p><b>No</b></p> <p><b>Yes</b></p>	<p><b>No</b></p> <p><b>Yes</b></p>
Name and address of the accountant		
	Postcode	
Their phone number	Code	Number
	Code	Number
<b>Can we ask the the accountant for information, if we need to?</b>	<p><b>No</b></p> <p><b>Yes</b></p>	<p><b>No</b></p> <p><b>Yes</b></p>

**If you do not have prepared accounts we may need to contact you again**

**Please use this space to tell us anything else you think we might need to know.**

Continue on a separate sheet of paper, if necessary. But make sure you sign and date it and write your full name, address and National Insurance (NI) number on it.

## Joint claims for Jobseeker's Allowance

If you have made a joint claim for Jobseeker's Allowance either or both of you can sign the declaration. Both of you are responsible for the information on this form.

### I understand that

- if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action
- the information I have provided will be used to process my claim. Some of the information may be checked with other sources
- the information may be used for other purposes relating to the work of the Department for Work and Pensions. Some information may be given to other government bodies as permitted by law.

**I declare** that the information I have given on this form is correct and complete as far as I know and believe.

## What to do now

- Please make sure you send us everything we have asked for with this form. If you cannot send something we have asked for, tell us why in **Other information** on **page 10**. But do not delay sending us this form.
- Send this form back to us as soon as you can. We may have to interview you if we need more information.
- Make sure you have signed and dated this form.

**You**

**Your partner**

**Signature**

**Date**

**Signature**

**Date**

# We would like your feedback about this PDF claim form

In this PDF form we have introduced a special feature that lets you save it in Adobe Acrobat Reader 5.1 and later. This means that you no longer have to complete the form in one session.

We would like your feedback about this form so that we can improve future versions.

Please email your comments to this email address:

[forms.feedback@dwp.gsi.gov.uk](mailto:forms.feedback@dwp.gsi.gov.uk)

For help or advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

## **If you are having technical difficulties:**

- downloading the form
- navigating around the form
- moving from page to page, or
- printing a hard copy

Contact the **eService helpdesk**

Phone: **0845 601 80 40**

Minicom (textphone): **0845 601 80 39**

Email: [eservicehelpdesk@dwp.gsi.gov.uk](mailto:eservicehelpdesk@dwp.gsi.gov.uk)

## **Opening hours**

Monday to Friday: 08:00am - 09:00pm

Weekend: 08:00am - 04:00pm

Closed on all Public and Bank Holidays

Thank you.