

We need more information continued

Part 1 – About your business continued

Does your spouse or the person you live with as if you are married to them have a share in the business?

No

Yes What percentage of the total profit or loss is theirs?

%

Is your spouse or the person you live with as if you are married to them on the payroll of the business?

No

Yes What are their earnings?

£

every

Are there any other people on the payroll of the business?

No

Yes

Do you use part of your own home for business purposes?

No

Yes Please give details

Part 2 – About the business income

What is your Inland Revenue tax reference number?

Do you have your latest Schedule D Tax Assessment?

No Please tell us why not and the date you expect to get it.

Yes Please return it with this form.

Do you have any prepared accounts for last financial year?

No Please tell us why not and the date you expect to have them and then go to **Part 3**.

Yes Please return an original set of the accounts with this form. Now go to **Part 4**.

We must see the proof of your Schedule D Tax Assessment and accounts before we can decide how much benefit you can get.

Part 3 – About the income and expenditure

Complete this section 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.

Tell us the exact period covered. This should be your last financial year or if you have not been trading for a year it should be the date your business started until current date.

From

To

● Money coming in and expenses

Sales, takings or income

£

Tips or gratuities

plus

£

VAT refunded

plus

£

Closing stock

plus

£

total income

£

Cost of sales

Purchases of stock.

less

£

Opening stock

less

£

less total costs

£

Gross profit

£

● Business expenses

Drawings

Cash or stock.

£

Wages paid out

to yourself

£

to partner

£

to others

£

Rent

Business premises only.

£

Business rates

£

Water rates

£

Gas and electricity

£

Cleaning

£

Telephone

£

Business insurance

£

Part 3 – About the income and expenditure continued

● Business expenses continued

Advertising

Printing and stationery

Postage

Accountant's charge

Bank charges

Interest payments on business loan

Please send the copy of the loan agreement.

Repair or replacement of business assets
Do not include motoring.

Was this covered by insurance? No

Yes

Leasing charges
Please tell us what is leased.

Bad debts

Please give details of bad debts.

● Motoring expenses - business use only

Petrol or diesel

Repairs

Road tax

Insurance

Car lease

Who owns the vehicle? You

Business Do you use it for anything else than for business?

No

Yes

Part 3 – About the income and expenditure continued

● Other expenses

Please give the detailed breakdown of other expenses. Use a separate sheet of paper if necessary.

We may need to see the proof of any expense items listed. The benefits section will contact you, if necessary.

Is it reasonable to assume that the trading figures for the next 6 months will be similar to those given above?

No Please tell us about the differences below
Yes

What are the differences in trading figures?

Part 4 – About other outgoings

● National Insurance

Do you hold an exemption certificate?

No

Yes

● Personal pension contributions

How much do you pay into a personal pension scheme?

£ every

We must see proof of any schemes to which you belong and the payments made.

Part 5 – Declaration

- I **declare** that the information I have given on this form is correct and complete.
- I **understand** that if I give information that is incorrect or incomplete you may take action against me. This may include court action.

Signature

Date

Full name
(in CAPITAL
LETTERS)