

Claim Reference Number		National Insurance Number	
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What is the start date of your current financial year?

/	/	
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Are you a director of a company or business?

Yes No

If 'Yes', please continue to Section 3 of this form.

Do you pay into a private pension scheme?

Yes No

If 'Yes', how much, how often and provide evidence with this form:

--

Is your business a partnership?

Yes No

If 'Yes', how many partners are there?

--

And what percentage of the profit is yours?

--

Are the partners on the payroll of the business?

Yes No

If 'Yes', how much do they get paid?

--

What are their names and addresses?

--

Please continue to Section 4

Section 3 – Special Business Arrangements

Company Directors are not considered to be self-employed under Housing Benefit or Council Tax Support rules. Please answer the following questions about income as a company director.

Do you take a salary from the net profit of the company?

Yes No

If Yes, how much is this before any tax or National Insurance per annum?

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Do you receive any share or dividend income from the company if it is listed?

Yes No

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What is the value of your share dividend per annum?

What is the capital value of the company?

**You may now fill in the declaration on the back of this form and send it to us.
Taxi drivers must also complete Section 7 in full.**

Section 4 – Business Start Up

Have you been trading for more than 6 months?

Yes

No

If 'Yes', please continue to Section 5

If 'No', please provide us with an estimate of your weekly net profit below. You must keep an accurate record of the income and outgoings of your business as you will be required to provide us with the actual accounts for assessment once you have completed 6 months of trading.

Estimated Weekly Net Profit

£

**You may now fill in the declaration on the back of this form and send it to us.
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Section 5 – Statement of Account

Do you have certified, audited accounts?

Yes

No

If 'Yes', please enclose a copy of your latest profit and loss account. If you have an accountant, please give their name, address and telephone number:

**You may now fill in the declaration on the back of this form and send it to us.
Taxi drivers must also complete Section 7 in full.**

If 'No', if you do not have a set of accounts prepared, or you do not need to use an accountant, please give us details of your business income and outgoings for a period of trading. The period you tell us about must not cover more than one year.

Income

This statement is for the period of trading :

 / /

to

 / /

Sales, takings and income from business activities only:	£ <input type="text"/>
Commission, interest, etc:	£ <input type="text"/>

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Business loans and incentives: (Please also complete Section 6 – Loans for your Business)	£
Any other monies received : (Please attach a letter of explanation)	£
Opening stock:	£
Stock purchased:	£
Closing stock:	£

Outgoings

You may be asked to provide proof of any expenses you list. All proofs must be supplied in relevant order: date/invoice number/type of expense.

Some outgoings may be allowed by HMRC but are not allowed for our purposes.

Please tell us about all your expenses during this period of trading:	Total spent	Amount for Non-business use?
Gross wages paid to yourself or drawings	£	£
Gross wages paid to your spouse or partner	£	£
Gross wages paid to others	£	£
Rent of business premises	£	£
Cleaning and maintenance of business premises	£	£
Mortgage interest on business premises	£	£
Accountancy charges	£	£
Advertising	£	£
Proven bad debts*	£	£
Debt recovery costs, bailiff/court fees	£	£
Business Rates	£	£
Water Rates	£	£
Business account bank charges	£	£
Business insurance (excluding vehicle insurance)	£	£
Heating and lighting (business only)	£	£
Interest payments on business loans/consumer credit charges	£	£
Vehicle expenses: fuel	£	£
Vehicle expenses: insurance,	£	£
Vehicle expenses: maintenance/repairs	£	£
Postage/delivery costs	£	£
Printing and stationery	£	£
Legal fees	£	£
Repair, replacement and maintenance of assets	£	£
Telephone	£	£
New equipment to improve or expand your business	£	£

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VAT paid out	£	£
National Insurance Contributions	£	£
Contribution to Company Pension Scheme	£	£
DBS check	£	£
Hire, Rental or Leasing Charges	£	£
Subsistence	£	£
Depreciation	£	£
Business entertainment	£	£
Special clothing	£	£
Any other expenses (provide details overleaf)	£	£

*Proven bad debts are money owed to you that have been written off for reasons such as insolvency or death.

Any other expenses

	Total spent	Amount for Non-business use?
	£	£
	£	£
	£	£
	£	£
	£	£

Section 6 – Loans for your Business

Please provide details of any loans taken out by your business. We will need you to provide copies of any loan agreements along with this form.

1. Loans taken out to repair or replace any machinery, equipment or assets

Amount Borrowed

Total interest repayment over the lifetime of the loan

What period does the loan cover? From to

2. Loans for any other business purpose

Amount Borrowed

Total interest repayment over the lifetime of the loan

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What period does the loan cover?

From to

Section 7 – Taxi Drivers (Only complete if your business is a Taxi Driver)

Make of vehicle

Model of vehicle

Vehicle Registration Plate Number

Engine Size

Date of purchase for the vehicle.

Fuel Type (Petrol, Unleaded, Diesel)

How many miles per litre/gallon do you obtain?

Litre	Gallon
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Fare - How much do you charge per mile?

Minimum Fare £

6am to 10pm		10pm to 6am	
1 Miles =	£	1 Miles =	£
2 Miles =	£	2 Miles =	£
3 Miles =	£	3 Miles =	£
5 Miles =	£	5 Miles =	£
10 Miles =	£	10 Miles =	£

Do you have any other fare tariff that is different to the figures that you have provided above? Eg discounted fares for certain groups or fixed rate charges for a specific job.

Please provide full details below. Supporting evidence may be requested at a later date.

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Mileage

Evidence of your annual mileage is required. You must tell me what percentage of your annual mileage is personal mileage and what percentage is business mileage (Taxi)

Personal Mileage % Business Mileage %

The details for your vehicle will be checked against the MOT records held by other Government Departments.

Important

If your vehicle was serviced at Nottingham City Council, Eastcroft Depot, your last 2 MOT certificates must be provided.

Shared Taxi

Are you the sole driver of this vehicle for taxi purposes?

If **NO**, please confirm what percentage of the driving you undertake

If **NO**, please provide the name and address of the other driver(s) (in the space below)

Rented Taxi Vehicles

Do you rent your taxi?

If you rent a vehicle, we will require a copy of the Vehicle Hire Contract.

Important

Evidence will be required to support the costs associated with vehicle hire. The Local Authority will need evidence that confirms the amount charged, services included, frequency of hire, and full details of the person or company from whom it is being rented.

NB In the absence of sufficient evidence, the costs associated with vehicle hire may not be considered in the calculation of your claim.

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Information Verification

Please be aware that the information that you declare can be verified against the records held at Nottingham City Tax Licensing and/or Taxi Licensing at any other Local Authority.

In addition, we may ask to see your V5C log book from the DVLA or, we may contact the DVLA directly in order to validate information that has been declared.

Any discrepancies identified could result in your claim not being assessed.

Declaration

I understand my assessment will be based on my latest accounts (or statement of account) and will be reassessed when the appropriate years accounts are available.

I understand I must provide my latest accounts as soon as they are available to me. If I do not have accounts prepared by an accountant I must provide an annual statement of account.

The information contained on this form will be used by your Local Authority for the purposes indicated and will only be further used or transferred to other organisations or individuals as the law permits.

Information that you declare on this questionnaire can be cross referenced with other Government Agencies including the Department for Works and Pension (DWP), Her Majesty’s Revenue and Customs (HMRC), the DVLA and others including Local Authority Taxi Licensing.

Information may be required in connection with your annual mileage and, where the Local Authority is unable to verify this through other sources, mileage from your MOT records may be checked.

I will notify the council immediately if my income changes significantly from what I have declared on this form. Failure to report a change that is discovered at a later date may result in the creation of an overpayment that will be recoverable from you.

The information given on this form is true and complete to the best of my knowledge and belief. I authorise the council to make any enquiries needed to verify the information I have provided.

Signed:

Date:

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Time Limits

Please return this questionnaire in addition to any evidences that have been requested within a month of the date of this letter. If the questionnaire and evidences are not received within a month, your benefit claim will be suspended.

What we do with this information

To work out your earnings for your claim, we need to work out your profit before taxation.

Please note that private expenses cannot be included as a business expense. You cannot include losses that have been or will be replaced from insurance claims. You cannot claim losses incurred as a result of expansion costs as an expense.

Some items of business expenditure are not allowed for our purposes, so the income we use to work out your award may be higher than that used by HM Revenue & Customs. You will be sent a breakdown detailing how we have worked out your income at the time that your award is calculated.