

Claim Ref (Office Use Only)
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## Self-Employed Earnings Estimate Form

### Information for filling in this form

- This form is to help us to work out your earnings from self-employment.
- This form will be used to work out an estimate of your earnings over the next three month period. It is only for use if your self-employed business started trading less than 3 months ago and you do not have any actual profit and loss figures. If you do have profit and loss, or sales, figures you must provide them instead.
- Please complete the form in full. You must answer all the questions.

### Part 1 – Your Details

Name	
Home Address	

### Part 2 – Business Details

Business Name			
Business Address			
Business Phone Number		What date did you start trading in this business?	
What type of work do you do?			
Are you a -	Sole Trader	Partnership	Franchise Holder
If you are in a business partnership, how many partners are in the business?			
How are the profits split between the partners (i.e. what % do you take)?		%	

### Part 3 – Self-Employed History

Have you been self-employed before?

No  Please go to part 3

Yes  When were you last self-employed?

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What did you do?

How much did you earn?

£	per
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Why did you cease trading?

**Part 4 - About the business**

What is your current business?

What do you do or what will you be doing?

Why did you start the business?

Have you done this type of work before? No  Yes

If yes, when was this?  /  /

Have you prepared a business plan or sales forecast for the business?

No  Why?

Yes  **Please provide a copy of your business plan/sales forecast**

Is your work seasonal (i.e. busier at certain times of the year)?

No

Yes

If yes, in which months do you expect to earn the most?

In which months do you expect to earn the least?

How many customers do you currently have?

How many people have confirmed that they will use your business in the next 4 weeks?

How many people have confirmed that they will use your business in the next 3 months?

How many confirmed jobs or contracts do you have in the next 4 weeks?

How many confirmed jobs or contracts do you have in the next 3 months?

What is the average level of sales (£) you expect to make per customer?  £

Do you know of any forthcoming change/s in the next three months which will affect your earnings?

No

Yes

If yes, please give details

When will this happen?

Will this increase or decrease your earnings?

**Part 5 - Income**

How many hours did you work last week?

How many hours do you expect to work next week?

How many hours on average do you expect to work each week over the next 3 month period?

How much do you charge per hour?

How much do you charge per day?

If you charge other than an hourly or daily rate please state what this is and how much you charge.

How much income have you taken since the business started?

How much did you take last week?

How much do you expect to take in the next 4 weeks?

How much do you expect to take in the next 3 months?

**Part 6 - Expenses**

How much have you spent setting up the business?

What items did you spend this money on?

How much have you spent on running costs since the business started?(Running costs include fuel, rent, rates, wages to other employees, advertising, phone calls, stationery, insurance etc)

How much do you expect to spend on running costs each week?

How much do you expect to spend on average on running costs

in the next 3 months?

**Part 7 - Declaration**

- I declare that the details on this form represent the most accurate estimate for my business income and expenses.
- I understand that you may contact me to check the details on this form and that I may be required to provide evidence to support the figures when requested.
- I understand that the Council can prosecute me if I give false information on this form, or if I provide false or altered documents relating to these figures, or if I withhold information.
- I understand that I may have to repay benefit if my actual earnings exceed the estimated figures provided on this Form.
- I will write to you straight away if there are any changes to my circumstances so that you can work out my benefit again. If I do not, and I get too much benefit, the Council can ask me to pay it back and may prosecute me.

Signature of person claiming  Date

**Please do not write below this line**

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**For Office Use Only**

Income in next 3 months	<input type="text"/>
Expenses in next 3 months	<input type="text"/>
Net income less expenses in next 3 months	<input type="text"/>
Annualised net income	<input type="text"/>
Annual Notional Tax & NI	<input type="text"/>
Annual after-tax income	<input type="text"/>
Date of any anticipated future changes in the business (in next three months)	<input type="text"/>
Duration of benefit period based on estimated earnings (maximum three months)	<input type="text"/>
Review date	<input type="text"/>

Please return to: CenSus Revenues and Benefits Services, PO Box 10607, Nottingham, NG6 6DU

**The information provided in this form will be used in accordance with the Council's registration under the Data Protection Act 1998 and may be used in the prevention and detection of fraud.**