

Revenues Service

Self-employed earnings

1.

Full name:	
Home address:	

Business or mobile telephone number:	
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2.

Name of business:	
Address of business:	
What type of business is it?	

Type of self-employment

Please tick all boxes that apply

Sole	<input type="checkbox"/>	Trader Tradesman	<input type="checkbox"/>
Joint/Part	<input type="checkbox"/>	Owner professional service	<input type="checkbox"/>
Main contractor	<input type="checkbox"/>	Director	<input type="checkbox"/>
		s	
Sub-contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other - please state.....

Is your spouse involved in the Business?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, what position does she/he hold?

When did you start being self-employed?

Do you have an up to date accounts statement?

Yes

No

If Yes, return a copy with this form, now go to Question 4.

If No, give a reason why and the date you expect to have them. Also, please provide evidence of your income i.e. bank statements etc. then go to Question 3.

3.

If you do not have accounts in respect of the last years trading or if your accounts do not give a true reflection of your current financial position, please complete the following statement of accounts in respect of the last 12 months trading. If you have not been trading for this length of time enter the figures for the whole period since your business commenced, or a period that reflects your true income.

4.

If you have only just started self-employment you will need to estimate all of your income and expenses for the six month period starting on the first month after you became self-employed. For example, if you started in July 2001 you would give estimates for the six months from 1/8/2001 - 31/1/2002.

Specify exact period covered:

From ____/____/____ To ____/____/____

Sales (or takings).....£.....

Stock calculation	£
Opening stock	£..... .
Plus purchased stock	+ £.....
Total	=£..... .
Deduct closing stock	-£.....
Total stock	=£..... .

Total stock (as above)

—————▶£.....

Deduct total stock from sales	=£.....
Add enterprise allowance	+£.....
Total gross profit	=£.....

Expenses

Only include amounts relating solely to the business. Private expenses must not be included.

Drawings (cash or stock)	£
Wages (paid to spouse)	£
Wages (paid to others)	£
Rent	£
Rates	£
Heating	£
Lighting	£
Advertising	£
Printing and stationery	£
Postage	£
Telephone	£
Motor expenses	£
Insurance	£
Bank charges	£
Interest payments on business loans	£
Repair/replacement of an existing business asset	£
V.A.T	£
Bad debts	£
Depreciation	£
Business entertainment	£
Other (please specify)	£

5.

Have your expenses been reduced for personal usage?

Yes

☐

No

☐

If yes, which expenses have been reduced and by what amount?

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.....

If no, which items include amounts attributable to both private and business use and what proportion of the expense is for private use only?

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6.

Please forward a copy of your last schedule D Tax Assessment

7.

Do you pay into a personal pension scheme?

Yes

☐

No

☐

If yes, how much do you pay? £.....

How often do you pay this? Weekly/monthly/Other
(Please state frequency).....

Please send in proof

8.

I DECLARE that the information I have given in this form is correct and complete. I understand that if I give information that is incorrect or incomplete, action may be taken against me.

Signature.....

Date.....