



SELF EMPLOYED INCOME AND EXPENDITURE SHEET

For the period from		to		Number of weeks / days	
Benefit reference number					
Address					

*****PLEASE PROVIDE YOUR BANK STATEMENTS FOR THE ACCOUNTS YOU USE FOR THE BUSINESS FOR THE SAME PERIOD AS THE SELF EMPLOYED REVIEW PERIOD. WHEN PROVIDING YOUR DOCUMENTS, PLEASE DO SO BEFORE 4.00 PM OR YOU MAY BE ASKED TO RETURN ANOTHER DAY*****

Nature of business			
Date self employment started		Hours worked per week	

<u>INCOME</u> – <i>Please provide written evidence of this. Eg: taxi drivers should provide their 'master log report'.</i>		Checked (WBC)
Total invoiced or billed, including tips	£	
EXPENDITURE		Checked (WBC)
<i>– only business expenses allowed, if no receipts are provided, we will be unable to include them</i>		
Accountancy or book keeping charges	£	
Advertising	£	
Bank charges <i>for business bank accounts only</i>	£	
Business rates (NNDR)	£	
Carriage, packing or delivery costs	£	
Cleaning <i>for business use only</i>	£	
Drawings (wages, or salaries paid to owner only)	£	
Heat, light or hot water <i>for business use only</i>	£	
Hire or leasing charges	£	
Insurance (<i>motoring or public liability for business use only</i>)	£	
Interest on loans <i>for business use only</i>	£	
Petrol <i>for business use only</i>	£	
Rent <i>of business premises only</i>	£	
Special clothing- eg protective helmets or specialist boots	£	
Stock or materials <i>for the business</i> . Please note: If they have been used in this period, they should also be included in the income figure above	£	
Subscriptions to professional organisations	£	
Telephone <i>for business use only</i>	£	
Wages or salaries paid to employees (not yourself), please list separately the name and address and amounts paid to whom	£	
Water rates – <i>for business use only</i>	£	
Any other business expenses not listed above:		
	£	
	£	
	£	
<u>TOTAL EXPENDITURE</u>	£	
<u>NET PROFIT</u>	£	

DECLARATION: I confirm that the information I have given above is true and accurate. I will tell the benefits section immediately if I have an increase or a decrease in my income

Name of the person running the business	
Signature of the person running the business Date	