



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.

SECTION 1 – ABOUT YOU	
Title	
Surname	
Forename	
Address	
SECTION 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 or 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?)	



SECTION 3 – SELF-EMPLOYED HISTORY	
Have you been self-employed before? (if yes, please continue to fill in the rest of section 3, if no please continue to section 4)	
When were you last self-employed?	
What did you do?	
How much did you earn?	
Why did you cease trading?	
SECTION 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?	
If yes, when was this?	
Have you prepared a business plan or sales forecast for the business? (If yes, please provide a copy of this alongside your application, if no, why?)	
Is your work seasonal (i.e. busier at certain times of the year?)	
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 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 months which will affect your earnings?	
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?	
SECTION 5 – EXPENSES	
How much have you spent setting up the business?	
What items did you spend this money on?	
SECTION 6 – 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 to work each week over the next 3 month period?	
How much do you charge per hour?	
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?	

DECLARATION

I declare that the information given on this form is complete and accurate to the best of my knowledge. **REMEMBER, if you give false information you may be prosecuted.**

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds.

Full Name (BLOCK CAPITALS)	
Signature	
Date	

Please return this form to the address mentioned at the top of the form.

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 1998. The Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

For Office Use Only

Income in next 3 months	£
Expenses in next 3 months	£
Income less expenses in next 3 months	(Net)£
Annualised net income	£
Annual Notional Tax & NI	£
Annual after-tax income	£

Date of any anticipated future changes in the business (in next three months)

Duration of benefit period based on estimated earnings (maximum three months)

Review Date