For people who are or have been self-employed, a subcontractor or a company director

jobcentreplus

Please answer all the questions that apply to you or your partner, if you have one. If you do not, any payment could be delayed.

Other ways to communicate with us

If you would like us to communicate with you by braille, British Sign Language, a hearing loop, translations, large print, audio or something else please contact us. If you use Relay UK dial 18001 followed by our telephone number. You can find our contact details by searching for the relevant benefit on **gov.uk**

B16 11/25

Part 1: About you

Please fill in this form with BLACK INK and in CAPITALS

Do you have a partner who is living with you?
We use partner to mean
- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple

No ☐

Yes ☐ You and your partner, if you have one, must fill in **all** parts of the form that apply to you.

	You	Your partner
Surname or family name		
All other names, in full		
Date of birth		
National Insurance (NI) number You can find this on your National Insurance (NI) numbercard, letters from the Department for Work and Pensions or payslips.	Letters Numbers Letter	Letters Numbers Letter
Address Tell us your address. And tell us your partner's address if it is different to yours.	Postcode	Postcode
Daytime phone number	Code Number	Code Number

Part 2: About the business

	You	Your partner
Are you or your partner self-employed?	No ☐ Yes ☐	No ☐ Yes ☐
On what date did you or your partner become self-employed?		
Are you or your partner a share fisherman?	No ☐ Yes ☐	No ☐ Yes ☐
Do you or your partner own a boat?	No ☐ Yes ☐	No ☐ Yes ☐
What is your or your partner's percentage share of the catch?	%	%
	Please send us details of your income and expenses for the last 13 weeks.	Please send us details of their income and expenses for the last 13 weeks.
Do you or your partner run a farm or croft?	No ☐ Yes ☐	No ☐ Yes ☐
Have you or your partner been in touch with the Agricultural Development and Advisory Service about subsidies?	No ☐ Yes ☐	No ☐ Yes ☐
	Please send us any details about this.	Please send us any details about this.
What trade or business are you or your partner involved in? For example, a shop or restaurant.		
Name and address of the business	Postcode	Postcode
When did the business start?		

Part 2: About the business continued

	You	Your partner
Have you or your partner stopped trading?	No ☐ Yes ☐	No ☐ Yes ☐
Date trading stopped		
If you or your partner have stopped trading please say why. For example, are you temporarily without work or sick?		
If you or your partner have stopped work because of illness please say when you hope to return to work.		
Are you or your partner the director of a company?	No ☐ Yes ☐	No ☐ Yes ☐
Is anyone running the business in your or your partner's absence?	No ☐ Yes ☐	No ☐ Yes ☐
Has any money been received into the business since you or your partner last worked?	No ☐ Yes ☐	No ☐ Yes ☐
How much has been received?	£	£
When was it received?		
Please list any business expenses paid out to earn the amount received		

Part 2: About the business continued

	You	Your partner
Is the business regarded as a going concern by yourself, your bankers, accountant and creditors?	No ☐ Yes ☐	No ☐ Yes ☐
Do you or your partner have reasonable prospects of more work in the business in the near future?	No ☐ Please tell us why in **Part 5**. Yes ☐	No ☐ Please tell us why in **Part 5**. Yes ☐
When do you hope to start work again?		
Do you or your partner hope to resume work in the business when economic conditions improve?	No ☐ Yes ☐	No ☐ Yes ☐
When do you expect this to be?		
Are you or your partner available for work and looking for work in any other field of employment during this break in employment?	No ☐ Yes ☐	No ☐ Yes ☐
If you are not available for other work or looking for other work, please tell us why.		
Are you or your partner still regarded as self-employed by these people?	☐ VAT ☐ HM Revenue and Customs (National Insurance contributions)	☐ VAT ☐ HM Revenue and Customs (National Insurance contributions)

Part 2: About the business continued

	You	Your partner
If the business is in decline or has temporarily stopped, do you or your partner consider this to be the normal pattern of work?	No ☐ Please say why below. Yes ☐ Please say why below.	No ☐ Please say why below. Yes ☐ Please say why below.
How long is the break between contracts or jobs normally?		
How many hours a week on average were you or your partner working before you claimed benefit?	hours a week	hours a week
How many hours a week on average are you or your partner working as self-employed now?	hours a week	hours a week
Are you or your partner currently undertaking any activities in connection with self-employment? Include any time spent • visiting potential customers • purchasing, ordering or selling stock • canvassing for work • giving estimates • travelling in connection with work but not to or from work • advertising • supervising or managing • on research or practising • cleaning • maintaining capital assets • doing the accounts	No ☐ Yes ☐ Please tell us about this below.	No ☐ Yes ☐ Please tell us about this below.
How long do you or your partner spend on these activities?	hours a week	hours a week

Part 3: About business assets

	You	Your partner
Do you or your partner own any business assets? For example, property, vehicles, stock, tools, machinery and so on.	No ☐ Yes ☐ Please list the assets and their value:	No ☐ Yes ☐ Please list the assets and their value:
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
If you or your partner do not intend to start trading again, do you intend to sell the business assets? If **No**, tell us why you are not going to sell the assets. Business assets may affect the amount of benefit you can get.	No ☐ Please tell us about this below. Yes ☐	No ☐ Please tell us about this below. Yes ☐
How long do you think you or your partner need to sell the business assets?		

Part 3: About business assets continued

	You	Your partner
What action have you or your partner taken to sell the business assets?		
Are any debts secured against the business assets?	No ☐ Yes ☐	No ☐ Yes ☐
How much are the debts?	£	£
What are the debts for?		

Part 4: More about the business

	You	Your partner
Do you or your partner have a business account with a bank?	No ☐ Yes ☐	No ☐ Yes ☐
How much is in the account?	£	£
	Please send a statement from the bank or from an accountant.	Please send a statement from the bank or from an accountant.
Are you or your partner owed any money?	No ☐ Yes ☐	No ☐ Yes ☐
How much money is owed?	£	£
What is the money owed for?		
Is the business in liquidation or receivership?	No ☐ Yes ☐	No ☐ Yes ☐
Name and address of the accountant or insolvency practitioner	Postcode	Postcode
Their phone number	Code Number	Code Number
Can we ask the accountant or insolvency practitioner to share information about the business with us, if we need to contact them?	No ☐ Yes ☐	No ☐ Yes ☐

Part 4: More about the business continued

	You	Your partner
Is there a profit and loss account for a 12-month period ending within the last year?	No ☐ Yes ☐ Please send it to us.	No ☐ Yes ☐ Please send it to us.
Is there a trading account for a 12-month period ending within the last year?	No ☐ Yes ☐ Please send it to us.	No ☐ Yes ☐ Please send it to us.
Are there any balance sheets for the last year?	No ☐ Yes ☐ Please send them to us.	No ☐ Yes ☐ Please send them to us.
Do you or your partner have an accountant?	No ☐ Yes ☐	No ☐ Yes ☐
Name and address of the accountant	Postcode	Postcode
Their phone number	Code Number	Code Number
Can we ask the accountant to share information about the accounts, if we need to contact them?	No ☐ Yes ☐	No ☐ Yes ☐

If you do not have prepared accounts we may need to contact you again.

Part 5: Other information

Please use this space to tell us anything else you think we might need to know.
Continue on a separate sheet of paper, if necessary. But make sure you sign and date it and write your full name, address and National Insurance (NI) number on it.

Part 6: Your declaration

Joint claims for Jobseeker's Allowance
If you have made a joint claim for Jobseeker's Allowance either or both of you can sign the declaration. Both of you are responsible for the information on this form.

By submitting this claim you agree that the information you have given is complete and correct; you will report changes to your circumstances straight away. If you give wrong or incomplete information, or you do not report changes straight away, you may:

- be prosecuted
- need to pay a financial penalty
- have your benefit reduced or stopped
- be paid too much and have to pay the money back

If we pay you less than we should, we may pay you the money that we owe you.

You	Your partner
Signature	Signature
Date	Date

What to do now

- Please make sure you send us everything we have asked for with this form. If you cannot send something we have asked for, tell us why in **Other information** on **page 11**. But do not delay sending us this form.
- Send this form back to us as soon as you can. We may have to interview you if we need more information.
- Make sure you and your partner, if you have one, have signed and dated this form.

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality Act' on **www.gov.uk**

Why DWP needs personal information and how we treat it

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

If you have included another adult's personal information you should let them know.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, go to **www.gov.uk/dwp/personal-information-charter**