

# Housing Benefit and Council Tax Support

## Self-employed income from private vehicle hire

In addition to the claim form you have submitted, please can you provide the following information:

<b>You</b>	Full Name	
	Address	
	Post code	
	Claim Reference number	
	Contact telephone number	
	E-mail Address	

<b>Your employer ( the taxi or mini cab company you work for )</b>	Employers Name	
	Employers Address	
	Post Code	
	Telephone Number	

Do you work for more than one Taxi Cab Company	<b>YES / NO</b>
Have you changed your Taxi Cab company in the last 14 months? If yes, what date did you change?      _ / _ / _ _	<b>YES / NO</b>

If yes to either please provide full details

Employers Name	
Employers Address	
Post Code	
Telephone Number	

Do you have any passengers that pay direct to your company via an account?	<b>YES / NO</b>
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Does your cab company make any payments direct to your bank account?	<b>YES / NO</b>
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<b>Your current personal vehicle</b>	Do you rent your vehicle on a permanent basis?	<b>YES / NO</b>
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Do you own your own vehicle used for private hire?	<b>YES / NO</b>
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When was it bought?	
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Please provide the following details if you rent or own the vehicle

Make	
Model	
Engine size (CC)	Year
Registration Number	
Your current odometer reading	

Is this vehicle used solely for business use?	<b>YES / NO</b>
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**Your previous personal vehicle**

Have you changed your regular vehicle within the last fourteen months?

YES / NO

If so please provide the following details

Make  
Model  
Engine size (CC)    Year  
Registration Number  
What date did you start using this vehicle?  
What date did you finish using this vehicle?

**Other vehicles**

Do you (or your partner) have another vehicle?

YES / NO

Do you rent a different vehicle from a fleet three or more times in a year?

YES / NO

**Your fuel cost**

Your business related petrol expenditure

£

From    To

Please clarify the period

Grade of fuel that your car uses

Petrol / Diesel

The miles per gallon (mpg) of your car

How much petrol on average do you put in your car per week?

**Your charges  
If you do not know your charges see below**

**Price charged for per first mile \*\***

£

**OR Price for per first two miles**

£

Price per subsequent mile

£

Average trip length in miles  
(Put a number e.g. 8)  
(Do not put 5 - 10 or "varies")

Customers average fare

£

Average number of customers per day

Actual cash takings (income) for last week worked

£

**\*\* If you do not charge per mile**

Please clarify below the alternative charging method

**\*\* If you do not know your charge per mile or they are set by the cab company**

Please contact your cab company for this information. They would know what the charges are for each journey. They are also legally obliged to keep a drivers shift report record which provides this information. Alternatively provide a name and telephone number at your cab company so that we can contact them. However this will delay the processing of your claim.

## Your Expenses

Do you have any expenses debited by your company before they make payments to you? If so give details

1 £  
2 £

PROOF PROVIDED

Please provide details below of expenses that you pay directly

YES / NO	Cab Fees / Rental/Circuit Rent - Please provide letter from the cab company	£	Per Week
YES / NO	Car Rental (if applicable) Please provide rental agreement	£	Per Week/Month
YES / NO	P.C.O Inspection	£	Year
YES / NO	P.C.O Licence	£	Total paid for three years
	Licence fee £ _____ CRB £ _____ Medical £ _____ Other £ _____		Date licence starts / /
YES / NO	Accountancy	£	Year
YES / NO	<b>Loan Interest</b> (Please provide loan agreement showing total interest and period of loan)	£	Month
YES / NO	Fuel	£	Per Week
YES / NO	Cleaning & Valeting	£	Per Week
YES / NO	Insurance Please provide details of premiums paid, not the Certificate of Insurance	£	Per Week / Month
YES / NO	Telephone Please confirm your service provider	£	Per Week / Month
YES / NO	MOT	£	Year
YES / NO	Tax	£	Year

### Evidence/receipts must be provided for all items you list below

YES / NO	Repairs	£	Month / Year
YES / NO	Services / Maintenance	£	Per Week / Month / Year
Any other Expense	_____	£	Per Week / Month / Year
Any other Expense	_____	£	Per Week / Month / Year

### IF NO EVIDENCE IS PROVIDED FOR REPAIRS/SERVICES/MAINTENANCE/OTHER EXPENSES NOT BE ALLOWED

**When you work**

Usual days worked (e.g. Mon - Fri, Weekends, Evenings, Not Sundays)

Please circle days worked

MON	TUE	WED	THUR	FRI	SAT	SUN
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Usual hours worked per day

Usual hours worked per week

How many weeks per year do you work?

When did you start your self-employed taxi driving / mini cab driving?

If you have only just started mini cab driving, what were you told you would be earning per week?

£

Your current odometer reading

## UBER Drivers

Please provide a print out of your weekly income for the last five weeks before your claim date.  
You should be able to obtain this from your Uber web site account

See example:

Processing Status	:	Ending At	:	Total Payout	:	View
Processed		Mar 20 2017		106.77		<a href="#">View Statement</a>
Processed		Mar 13 2017		209.45		<a href="#">View Statement</a>

This should show details of the payments made to your bank account  
(Usually weekly on a Monday)

## Your Profit & Loss Accounts

Please confirm the date you received your last completed profit and loss accounts back from your accountant

Date \_\_\_\_\_

If you have sent completed profit and loss accounts to your accountant but not yet received them back, please confirm the date they were sent

Date \_\_\_\_\_

Please confirm below if you do not use an accountant.

## Evidence Required

### If you do not provide evidence it will delay the processing of your claim

Please tick in the brackets to confirm evidence provided with this form

( )

### **Proof of your income covering the last two months**

Your minicab company is required by law to keep a record of all journeys that you make for them, including cash customer and account customers

( DRIVER SHEETS NOT REQUIRED FOR UBER DRIVERS )

**Please provide your driver shift sheet giving detail details covering the the last five weeks before**

( )

For insurance spread over a number of payments - e.g. 10 or 12 monthly payments - proof of Insurance showing regular payment amount and number of payments to be made, or if insurance covers a specific period (e.g.3 or 6 months) we need to see documents showing the amount paid and the period it covers (start and end dates)

( )

Proof of payment of insurance (Direct debit agreement, bank statement or receipt)

( )

Your hire purchase agreement if you took out a loan to finance your car.

( )

If you rent your vehicle - we need to see the rental agreement

- ( ) Proof of radio hire / rent
- ( ) Proof of your PCO licence.
- ( ) Bank statements covering the last three months showing all entries, on all accounts that you and your partner have.
- ( ) Your last profit and loss accounts

**We are unable to use tax returns completed online in place of profit and loss accounts**

If you have been trading less than a year please confirm the actual period they cover.

Since it is reasonable for you to know and provide this information, you may not be granted an extension of the above time limits. If you do not provide this information within the above time limits, **you will be treated as having no entitlement to benefit.**

**Your Housing Benefit Reference**

**Your Signature**

**Date**

You can return a completed form and evidence by the following routes:

- For new Housing Benefit claimants by uploading evidence with your online form (you can also come back to do this after you have submitted your online form).
- You can take evidence to one of our offices and we can help you upload it to your claim.
- Send to us at [benefits@royalgreenwich.gov.uk](mailto:benefits@royalgreenwich.gov.uk) or Advice and Benefits Service, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE18 6HQ.

For any queries email [benefits@royalgreenwich.gov.uk](mailto:benefits@royalgreenwich.gov.uk) or call 0208 921 4900.