

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

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.

jobcentreplus

Department for
Work and Pensions

B16 04/14

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 are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

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

Letters Numbers

Letter

Letters Numbers

Letter

National Insurance (NI) number

You can find this on your National Insurance (NI) numbercard, letters from the Department for Work and Pensions or payslips.

Address

Tell us your address. And tell us your partner's address if it is different to yours.

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?	<input type="text" value=""/> % <input type="text" value="Please send us details of your income and expenses for the last 13 weeks."/>	<input type="text" value=""/> % <input type="text" value="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 <input type="text" value="Please send us any details about this."/>	No Yes <input type="text" value="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		
When did the business start?		

Part 2: About the business continued

	You	Your partner
Have you or your partner stopped trading?	No	No
	Yes	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	No
	Yes	Yes

Is anyone running the business in your or your partner's absence?	No	No
	Yes	Yes

Has any money been received into the business since you or your partner last worked?	No	No
	Yes	Yes

How much has been received?	£	£
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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 Yes	Please tell us why in Part 5 .	No Yes	Please tell us why in Part 5 .
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 Yes	Please say why below. Please say why below.	No Yes	Please say why below. Please say why below.
How long is the break between contracts or jobs normally?		hours a week		hours a week
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	No Yes	Please tell us about this below.	No Yes	Please tell us about this below.
<ul style="list-style-type: none">● 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.				
How long do you or your partner spend on these activities?		hours a week		hours a week

Part 3: About business assets

Do you or your partner own any business assets?

For example, property, vehicles, stock, tools, machinery and so on.

You

No

Yes

Please list the assets and their value:

£
£
£
£
£
£
£
£

Your partner

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

Yes

Please tell us about this below.

No

Yes

Please tell us about this below.

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

No

Yes

Yes

How much are the debts?

£

£

What are the debts for?

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 <input type="text" value="Please send it to us."/>	No Yes <input type="text" value="Please send it to us."/>
Is there a trading account for a 12-month period ending within the last year?	No Yes <input type="text" value="Please send it to us."/>	No Yes <input type="text" value="Please send it to us."/>
Are there any balance sheets for the last year?	No Yes <input type="text" value="Please send them to us."/>	No Yes <input type="text" value="Please send them to us."/>
Do you or your partner have an accountant?	No Yes	No Yes
Name and address of the accountant		
	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.

The information provided by me is true and complete.

You

Signature

Date

Your partner

Signature

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.

Help using this PDF claim form

In this PDF form we have introduced a special feature that lets you save it in Adobe Reader 8.1.2 and later. This means that you no longer have to complete the form in one session.

This form will only work if you:

- save it to your computer, then
- open it in Acrobat Reader version 8.1.2 or later.

The form will not work in:

- older versions of Acrobat Reader
- other pdf readers, for example *Preview* on a Mac or *Foxit* on a PC
- your web browser window.

If you are having technical difficulties:

- downloading the form
- Navigating around the form, or
- printing the form

Please contact the **eService helpdesk**.

Phone: **0845 601 80 40**

Minicom (textphone): **0845 601 80 39**

Email: **eservicehelpdesk@dwp.gsi.gov.uk**

Opening hours

Monday to Friday: 08.00am - 09.00pm

Weekend: 08.00am - 04.00pm

Closed on all Public and Bank Holidays.

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

We would like your feedback about this PDF claim form

We would like your feedback about this form. We will use any comments to improve future versions. Please email your comments to:

forms.feedback@dwp.gsi.gov.uk

Please do not send personal information or questions about your benefit or entitlement to this email address.