

Confirmation of earnings from self-employment - Academic Year **2008/09**

Form **GSA 1**

This form is also available on our website www.studentfinanceneni.co.uk

Please complete the student's name in the following boxes before completing the rest of this form.

Student's forename(s):

Surname:

Important Information

This form asks for information about your income from self-employment. We need this information to help us determine a student's entitlement to student finance.

Please provide details of your income on this form if you are:

- Self-employed (sole trader or partnership);
- A company director;
- A minister of religion; or
- You receive income from land, property or furnished lettings.

Instructions

- Complete the form in black ink and use BLOCK CAPITALS.
- **Answer all the questions in section 1.**
- If you are self-employed, your accountant should answer all questions in section 2. If you do not have an accountant, please complete section 2 yourself. If a question does not apply to you, write "N/A" or "None". If you do not we may return this form to you as it will appear incomplete. This may delay the student's application for student finance.
- If your income is from the profits of a business, trade or profession, the figure you need to declare is normally the one you enter on either the Self-Assessment Tax Return form or the Short Tax Return form, whichever is applicable, for year ended 5 April 2008 and used by HM Revenue & Customs (HMRC) to work out your tax liability for the tax year 2007-08. You must supply trading year income for the period between 6 April 2007 and the 5 April 2008. Alternatively, you can send a signed copy of either form named above.
- **Once you have completed this form** and signed and dated the declaration, please return it to us at the address shown on the letter accompanying this form or on the contact list available at www.studentfinanceneni.co.uk.

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personal details and tax office details

If the personal details pre-printed on this form are incorrect, please contact our Customer Support Office on 0845 600 0662.

Student's details

a

ART ID:

Forename(s):

Surname:

Date of birth: DAY MONTH YEAR

b

Your details

ART ID:

Forename(s):

Surname:

Home address:

Postcode:

Tax office details

c1

Name and address of tax office:

Postcode:

c2

Tax office reference number:

financial information

To be completed by the person named in section 1b or their accountant.

a Self-employed - sole trader

Date business started: DAY MONTH YEAR

Accounting period: from DAY MONTH YEAR to DAY MONTH YEAR

Date business ended (if applicable): DAY MONTH YEAR

Total taxable profits: £ Is this amount provisional? Yes No

b Share of a partnership's trading and professional income

Partnership reference number:

Trade or profession of the partnership:

Date started being a partner: DAY MONTH YEAR

Date stopped being a partner, if during the 2007-08 tax year: DAY MONTH YEAR

Share of taxed income liable at 10% and 20%: £

Share of taxed income other than that liable at 10% and 20%: £

c Income from directorship, office (e.g. minister of religion), or employment

Total income: £

Taxable benefits and expenses (e.g. car, fuel, private medical insurance): £

Taxable lump sums: £

d Income from land, property and furnished lettings

Taxable profit from land, rented property or lettings: £

e Gross income from savings, investments, dividends or any other taxable source

Total of all figures entered in the boxes in the right-hand column of page 3 of your tax return: £

Other taxable income: £

f Deductions and relief allowable for tax purposes for 2006-07

Retirement annuity or personal pension: £

Loan interest (do not include mortgage interest): £

Expenses (do not include any taken off elsewhere): £

Total deductions: £

Declaration A: for the person named in 1b

Before signing and returning your completed form, you should read the Data Protection Statement on the PN1, PR1, PFF1 or PFF2 notes that were sent with the original PN1, PR1, PFF1 or PFF2 application form. This statement sets out who will use the information provided on this GSA1 form and what they will use it for.

A copy of the Data Protection Statement can also be found at www.studentfinancenl.co.uk/dataprotection. Alternatively, you may also obtain a copy of the Statement by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office on 0845 600 0662.

If you cannot sign this form yourself, for whatever reason, it must be signed on your behalf by someone who holds a valid Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the Education and Library Board (ELB) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that the ELB may ask for and agree to tell them immediately if my personal or financial circumstances change in any way that might affect this application for financial support.
- I confirm that the details of income and liability for tax given in section 2 of this form are a true record of the figures which will be (or have been) sent to HMRC.
- I understand that the ELB may check these figures with HMRC at any time. I authorise HMRC to release this information to them for this purpose if asked to do so.
- If HMRC changes the figures in section 2, I will tell the ELB immediately, and I understand that this will mean the assessment needs to be reviewed.

Your full name (in BLOCK CAPITALS):	<input type="text"/>						
Your signature:	<input type="text"/>						
Date:	<table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td></tr></table>	DAY	MONTH	YEAR	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Declaration B: for accountants (if applicable)

- I confirm that the details of income and liability for tax given in section 2 of this form are a true record of the figures which will be (or have been) sent to HMRC.

Accountant's full name (in BLOCK CAPITALS):	<input type="text"/>								
Accountant's signature:	<input type="text"/>	Date:	<table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td></tr></table>	DAY	MONTH	YEAR	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Professional Association:	<input type="text"/>								
Company Name:	<input type="text"/>	<input type="text"/>							
Company Address:	<input type="text"/>								
<input type="text"/>									
<input type="text"/>									
Postcode:	<input type="text"/>	Accountant's Stamp							