

Confirmation of earnings from self-employment Academic Year **2019/20**



Forename(s)

Surname

Important information

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

- **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 and attach a copy of your Self-Assessment tax return.
- If you leave any questions blank we will not be able to process the student's application. If a question does not apply to you, please enter 'None' or 'N/A' as the answer.
- 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). This should be for the tax year ended 5 April 2018 and used by HM Revenue & Customs (HMRC) to work out your tax liability for the tax year 2017-18. You must supply trading year income for the period between 6 April 2017 and 5 April 2018.
- **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 Education Authority (EA) finder available at www.studentfinanceneni.co.uk

section

1

personal details and tax office details

a

Student's details

Customer Reference Number

Forename(s)

Surname

Date of birth

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"/>

b

Your details

Customer Reference Number

Forename(s)

Surname

Home address

Postcode

c1

Tax office details

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
 to

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 2017-18 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 in kind 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 2017-18

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 section 1b

To find out how we'll use the information you provide go to www.studentfinanceneni.co.uk/privacynotice to read our Privacy Notice before signing this form.

If you cannot sign this form it must be signed on your behalf by your 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 provided is true and complete. If it is not I understand the student(s) I am supporting may have their financial support withdrawn and I could be prosecuted.
- 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 EA 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 EA 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" value="X"/>						
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"/>
Day	Month	Year					
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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" value="X"/>	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"/>								
Company address	<input type="text"/>								
<input type="text"/>	Postcode	<input type="text"/>							

Accountant's stamp
