

Confirmation of earnings from self-employment Academic Year **2021/22**



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 2020 and used by HM Revenue & Customs (HMRC) to work out your tax liability for the tax year 2019-20. You must supply trading year income for the period between 6 April 2019 and 5 April 2020.
- **Once you have completed this form and signed and dated the Declaration**, you must return your completed form to your local Student Finance NI (SFNI) office. You can find their address at www.studentfinance ni.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

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

Section 2 - financial information

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

a	Self-employed - sole trader		Day	Month	Year								
	Date business started		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Accounting period	from	Day	Month	Year	to	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date business ended (if applicable)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total taxable profits	£	<input type="text"/>	Is this amount provisional? <input type="checkbox"/> Yes <input type="checkbox"/> No										
b	Share of a partnership's trading and professional income												
	Partnership reference number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Trade or profession of the partnership	<input type="text"/>											
	Date started being a partner	Day	Month	Year	<input type="text"/>								
	Date stopped being a partner, if during the 2019-20 tax year	Day	Month	Year	<input type="text"/>								
	Share of taxed income liable at 10% and 20%	£	<input type="text"/>										
Share of taxed income other than that liable at 10% and 20%	£	<input type="text"/>											
c	Income from directorship, office (e.g. minister of religion), or employment												
	Total income	£	<input type="text"/>										
	Taxable benefits in kind and expenses (e.g. car, fuel, private medical insurance)	£	<input type="text"/>										
	Taxable lump sums	£	<input type="text"/>										
d	Income from land, property and furnished lettings												
	Taxable profit from land, rented property or lettings	£	<input type="text"/>										
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	£	<input type="text"/>										
	Other taxable income	£	<input type="text"/>										
f	Deductions and relief allowable for tax purposes for 2019-20												
	Retirement annuity or personal pension	£	<input type="text"/>										
	Loan interest (do not include mortgage interest)	£	<input type="text"/>										
	Expenses (do not include any taken off elsewhere)	£	<input type="text"/>										
	Total deductions	£	<input type="text"/>										

Declaration A: for the person named in section 1b

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

If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that 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 my local SFNI office 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 my local SFNI office immediately, and I understand that this will mean the assessment needs to be reviewed.

Your full name
(in BLOCK CAPITALS)

Your signature

Date

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"/>

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)

Accountant's signature

Date

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"/>

Professional association

Company name

Company address

Postcode

Accountant's stamp