



Self-employed taxi driver – certificate of earnings

If you receive a wage or hourly rate from a company, you are classed as employed and do not need to complete this form.

Section 1 – Your name and address

Name	<input type="text"/>	Claim reference	<input type="text"/>
Address	<input type="text"/>	Postcode	<input type="text"/>

Section 2 – About your business

Business Name	<input type="text"/>		
Address	<input type="text"/>	Postcode	<input type="text"/>

Question	Answer
Your Unique Taxpayer Reference (UTR). Please provide the letter sent to you by HM Revenues and Customs	
What date did your business start?	
Did Kirklees issue your taxi driver's licence?	Yes / No If no, please provide a copy
How many hours per week do you work?	
Do you own your taxi?	Yes / No
If yes, is it Hackney Carriage OR Private Hire	Hackney Carriage <input type="checkbox"/> Private Hire <input type="checkbox"/>
Which local authority are you registered with?	
What is your badge number?	
When does your badge number expire?	
Current mileage	

Question	Answer
Mileage at Local Authority inspection	
Test date	
What is your car registration?	
What is the make and model of your car?	
On average, how much do you charge per mile?	£
Is your husband, wife, or civil partner on the business's payroll?	Yes / No
If yes, what are their earnings and how often are they paid?	£ every
Have you had any of your husband/wife/civil partner's tax personal allowance transferred to you? (this is called the Marriage allowance)	Yes / No
Are there any other people on the payroll of the business?	Yes / No
If yes, give details:	
Do you use part of your own home for business purposes?	Yes / No
If yes give details:	

Section 3 – Driver type

Please complete **sections A, B or C** depending on your circumstances.

A. Owner drivers

Do other drivers use your vehicle? **Yes / No**

If yes, please confirm how much they each pay you and how much mileage they have worked.

Fee	Mileage
£	
£	

Please give the name and address of the other driver(s)

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B. Trackers - drivers who do not own their own car

Please give the name and address of the person you are tracking the vehicle from

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How much do you pay for tracking the vehicle, and how often do you use it?

Fee	How often
£	
£	

Please provide a letter from **the owner of the vehicle** confirming this. It must include their name and address.

C. Driving for a company with a pool of cars

If you receive a wage or hourly rate from the company, you are classed as employed and do not need to complete this form.

Please give the name and address of the company you work for.

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How much do you pay to drive the cars and what mileage do you do each week?
(The company should have records of the mileage you do.)

Fee	Mileage
£	
£	

The information you have provided will be checked against records held by the Kirklees Licensing Department.

The next step

Go to section 6 if you can send us a copy of your latest certificated profit and loss accounts.

Go to section 4 if no accounts are available, or you have not been trading for a full year.

Section 4 - Income and expenditure

Please complete this form using for your last financial year OR if you have not been trading for a year, use the date your business started until the current date.

From:/...../...../ To:/...../...../

Income

Type of income	£	
Fares		+
Tips		+
Other		=
Gross profit		

Expenses

Type of expenses	£
Drawings, cash	
Wages paid out to:	
Self	
Spouse or partner	
Others	
Rent for premises- Business premises or proportion of your home rent attributed to business	
Rent for radio	
Business rates	
Heating and lighting	
Cleaning	

Type of expenses	£
Telephone	
Business insurance	
Advertising	
Printing, stationery and postage	
Accountants charge	
Bank charges	
Interest payments on the business loan. (Please enclose a copy of the loan agreement)	
Repair or replacement of business asset. (Do not include motoring)	
Was this covered by insurance?	Yes / No
Other, please give details	

Motoring expenses

Type of expenses	£
Badge	
Plate	
Road tax	
Repairs	
Insurance	
Petrol, diesel and oil	
Local authority licences	
Cleaning	
MOT	
Other, please give details	

Is it reasonable to assume that your trading figures for the next six months will be similar to those given above? **Yes / No**

Section 5 – Other outgoings

Do you contribute to a personal pension scheme? **Yes / No**

If yes, how much and how often? **£** **weekly / monthly / annually**

Section 6 – Supporting evidence

Please provide a copy of the following information, if relevant, to support your claim.

- Driving licence
- Insurance certificate
- Taxi driver licence if not issued by Kirklees Council
- Both identification badges
- Private hire driver's licence
- Vehicle licence
- Your latest certificate profit and loss accounts
- Business loan agreement
- Proof of your pension scheme and payments made.

Section 7 – Declaration

I understand that the Customer and Exchequer Service will use the information I have provided to process my claim for housing benefit, council tax benefit or council tax reduction. In the process, they may:

- check some of the information with other sources within the council, rent offices, and other councils;
- use any information I have provided in connection with this and any other claim for Social Security benefits that I have made, or may make;
- give some information to other government organisations, if the law allows this.

I know I must let the Customer and Exchequer Service know about any changes in my circumstances which might affect my claim, and that the council may take action against me if I give incorrect or incomplete information.

I declare the information I have given on this form is correct and have provided all evidence needed to support my claim.

Signature:

Date:/...../.....