



Self-Employment Earnings Confirmation Form **2009/10**

This form is also available on our website
www.direct.gov.uk/studentfinance

Student's forename(s):

Student'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

- 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 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, 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 list available online at www.direct.gov.uk/studentfinance.

a Student's details

Customer Reference Number:

Forename(s):

Surname:

Date of birth:

		/			/					

b Your details

Customer Reference Number:

Forename(s):

Surname:

Home address:

Postcode:

c Tax office details

Name and address of tax office:

Postcode:

Tax office reference number:

a Self employed - sole trader

Date business started:

Accounting period:

Date business ended (if applicable):

Total taxable profits:

Is this amount provisional?

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From:		<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
To:		<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>									
<input type="checkbox"/>	Yes				<input type="checkbox"/>	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:

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

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

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

<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"/>	<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"/>	<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"/>	/	<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"/>														

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:

£ <input type="text"/>
£ <input type="text"/>
£ <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 resource

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

Other taxable income:

£ <input type="text"/>
£ <input type="text"/>

f Deductions and relief allowable for tax purposes for 2007-08

Retirement annuity or personal pension:

Loan interest (do not include mortgage interest):

Expenses (do not include any taken off elsewhere):

Total deductions:

£ <input type="text"/>
£ <input type="text"/>
£ <input type="text"/>
£ <input type="text"/>

Declaration A: for the person named in 1b

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at www.direct.gov.uk/studentfinance-dataprotection. Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office on 0845 607 7577.

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 given on this form is true and complete and I understand that if I have given the LEA (or SLC where appropriate) 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 LEA (or SLC where appropriate) 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 LEA (or SLC where appropriate) may check these figures with HMRC at any time. I authorise HMRC to release this information to the LEA (or SLC where appropriate) for this purpose if asked to do so.
- If HMRC changes the figures in Section 2, I will tell the LEA (or SLC where appropriate) immediately, and I understand that this will mean the financial assessment needs to be reviewed.

Your full name: (in BLOCK CAPITALS)

Your signature:

Date:

 / /

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:

Professional association:

Company name:

Company address:

Postcode:

<input type="text"/>
<input type="text" value="X"/>
<input type="text" value=""/> <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value=""/> / <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Accountant's stamp