

To confirm income for all self-employed applicants

Please note Section A&F to be completed for all Clients.

Section A – as the Mortgage Applicant's Accountant please clarify the following details – to be completed for all Clients.

Customer name (your Client): _____

Name of Business: _____

Nature of Business: _____

Business Address: _____

Has your client traded continuously for the last 12 months? Yes/No

Business Commencement/Incorporation Date (DD/MM/YYYY): ____/____/____

How long have you acted for your client? _____

Clients NI: _____

Tax Office and Reference Number: _____

Please note: We require information from the last two years' trading accounts and will only accept income declared in the UK for tax purposes. If you cannot provide two years' figures, please provide a reason.

Section B – for Sole Trading Self-Employed Applicants (please complete all boxes).

Dates of Financial Year Ends (DD/MM/YYYY)	Annual Turnover (from Ordinary Trading Activities)	Gross Profit (Loss)	Net Profit (Loss)	Balance of Capital Account

Section C – for Self Employed Partners of Partnership Business (please complete all boxes).

Share of profits: %

Dates of Financial Year Ends (DD/MM/YYYY)	Annual Turnover (from Ordinary Trading Activities)	Gross Profit (Loss)	Client's Share of net deliverable profits (Loss)	Balance of Capital Account

Section D – for Self-employed Partners of LLP Partnership (please complete all boxes).

Member Stake: %

Dates of Financial Year Ends (DD/MM/YYYY)	Annual Turnover (from Ordinary Trading Activities)	Gross Profit (Loss)	Profit (Loss) for the financial year available for discretionary division amongst its members	Client's Share of Profit	Closing balance of Client's Capital account as at Financial Year End

Section E – for Limited Company Directors (20% or more shareholding) (please complete all boxes).

Registered Number of Company: _____

% of Client's Shareholding: %

Dates of Financial Year Ends (DD/MM/YYYY)	Annual Turnover (from Ordinary Trading Activities)	Gross Profit (Loss)	Profit (Loss) for the financial year after interest and tax	Total Shareholder's Funds	Client Salary	Client Dividend	Total Client Remuneration

Section F – to be completed in all cases.

Have these figures been agreed with HMRC? **Yes/No**

Please give your opinion whether the business is financially sound, and state any qualification to the accounts or comment generally on any substantial variation in the figures provided:

I confirm that the above figures provide a true and accurate summary of my client's income. I confirm that to the best of my knowledge there have been no adverse material changes to the business to date. (Please tick box)

Accountant details: _____

Qualifications: _____

Name: _____

Company: _____

Signature: _____ Date: ____ / ____ / ____