



Tax Ref No:

Social Security No:

## COMMENCING SELF-EMPLOYMENT

This form should be completed if you have started working for yourself so that your Income Tax and Contribution payments can be calculated. If you have set up a Limited Company this form may not be relevant to you. For further guidance please refer to the 'Starting in Business guide' or contact us on +44 (0) 1481 732504.

Title (Mr/Mrs/Miss/Ms):	Forename(s):	Surname:						
Address:		E-mail:						
Post Code:		Tel No:						
Date you started self-employment:								
Nature of self-employment (e.g. builder/gardener):								
Trade name (If trading in your own name write 'self'):								
Name of business partner(s) if applicable:								
Address of business: (if different to home address)								
Is business full or part-time?	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>						
Are you continuing in employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
If stopping employment: (a) Date you stopped being employed: (b) Wages from 1 <sup>st</sup> Jan until you stopped:								
To what date will your first accounts be prepared?	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> </tr> </table>		D	D	M	M	Y	Y
D	D	M	M	Y	Y			
Estimate of profit/earnings for 12 months:	£.....							
(if earnings differ drastically between the 1st part-year and a full year please show figures separately) <b>See overleaf for details on how your Contributions will be calculated and when Tax will be payable</b>								
Name of accountant dealing:								
Do you employ anybody?	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
If yes, please complete a 'new employer registration' form								
<b>If you have set up a Limited Company and are paying yourself a salary or director's fees you will be treated as an employee of the Company for Tax purposes. The company should set up as an employer and you will need to obtain a coding notice.</b>								

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Assessment of Contribution liability

If your estimated earnings are below the upper earnings limit your contributions will be based on the estimated profit figure you provided, until the actual Income Tax figure is available. When the actual figure is known it will replace your estimated amount, and either an account or a refund will be issued to you depending on the difference between contributions paid on the estimated earnings, and what is due on the actual figures.

Your contributions for the second, third and fourth year that you are self-employed will be based on your earnings from the second year of business. By the fourth year your contributions are calculated on earnings from 2 years previous and your Contribution liability will continue on this basis, until the business ceases.

### *Example*

Business starting in 2020

Contribution Year	Income Tax figures used
2020	2020
2021	2021
2022	2021
2023	2021
2024	2022
2025	2023

## Income Tax payments

An estimated assessment will be issued to you including your estimate of business profit. Income Tax payments, based on the estimated assessment, will be payable in two halves. The first payment will be due by 30<sup>th</sup> June (or within 30 days if the assessment is issued after 30<sup>th</sup> June) and the second by 31<sup>st</sup> December. If you are also continuing in employment and if your business income is less than your personal allowances, you can opt for it to be included in your coding notice.

**Fair Processing Notice:** The information you have provided on this form is required under the Income Tax (Guernsey) Law, 1975 and the Social Insurance (Guernsey) Law 1978. This information will be processed in line with the Data Protection (Bailiwick of Guernsey) Law, 2017. For full details of our Fair Processing Notice and how we look after your data please visit: <https://www.gov.gg/revenueservice>. If you don't have access to the internet please contact us on telephone number +44 (0) 1481 705700 and a paper copy will be provided.

**FOR OFFICE USE ONLY:**

Remove '/T' if applicable and send 098 letter