

Accountant's Certificate

Confirmation of income for self-employed applicants

Please fill in the form using BLOCK CAPITALS and black ink.

Where two applicants derive income from the same business, this form can be used for both applicants. However please ensure the individual shareholding and income is clearly documented.

For sole-trading applicants, please complete Sections A, B, E, F & G

For self-employed partners of a business, please complete Sections A, C, E, F & G

For limited company directors with minimum shareholding of 25%, please complete sections A, D, E, F & G

Section A – As the Business' Accountant, please complete the following details:

Name of Applicant(s) whose income(s) is/are stated below:

Name of the business:

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Trading Name of the business (if different):

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Nature of the business:

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Date of Incorporation / business commencement:

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Please note:

We require information from the last three years' trading and will only accept income declared in the UK for tax purposes.

If you are unable to provide this, please advise reason below:

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Section B – For Sole Trader

Financial Year End – <i>Insert Date</i> £000s	(Last completed Year)	(Previous Year)	(Previous Year)
Annual Turnover			
Gross Profit			
Net Profit Before Tax			
Depreciation + Amortisation + Term Debt Interest			
Amend for Exceptional Items			
Applicant's Drawings			
Net Worth of Business			

If there have been any exceptional items/events significantly influencing performance, whether positively or negatively, in any of the three years listed please provide further detail below: (This may be continued on a separate sheet if necessary)

If you have any reason to expect income to be lower in the current / next financial year, please indicate figure below and explanation for this:

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Section C – For Partner of a Partnership Business or LLP

Financial Year End – <i>Insert Date</i> £000s	(Last completed Year)	(Previous Year)	(Previous Year)
Annual Turnover			
Gross Profit			
Net Profit Before Tax			
Depreciation + Amortisation + Term Debt Interest			
Amend for Exceptional Items			
Net Profit Before Tax Attributable to Applicant(s)			
Applicant's Drawings			
Net Worth of Business			

If there have been any exceptional items / events significantly influencing performance, whether positively or negatively, in any of the three years listed please provide further detail below: (This may be continued on a separate sheet if necessary)

If you have any reason to expect income to be lower in the current / next financial year, please indicate figure below and explanation for this:

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Section D – For Limited Company Director with minimum 25% shareholding

Financial Year End – <i>Insert Date</i> £000s	(Last completed Year)	(Previous Year)	(Previous Year)
% Shareholding of Applicant(s)			
Annual Turnover			
Gross Profit			
Net Profit Before Tax			
Depreciation + Amortisation + Term Debt Interest			
Amend for Exceptional Items			
Corporation Tax			
Directors Remuneration Overall figure			
Director Remuneration To Applicant(s)			
Dividends Paid Overall figure			
Dividends Paid To Applicant(s)			
Net Worth of Business			
*Directors Loans (monies owed by, or to, the Directors)			

If there have been any exceptional items / events significantly influencing performance, whether positively or negatively, in any of the three years listed please provide further detail below: (This may be continued on a separate sheet if necessary)

If you have any reason to expect income to be lower in the current / next financial year, please indicate figure below and explanation for this:

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Section E – Business Loan/HP Schedule

Please list any loans/HP agreements that are payable by the business

Lender	Balance O/S	Fixed/Variable	Monthly Payment	Interest Rate	Maturity Date

Please document any proposed changes to the above schedule

Please document any committed expenditure not yet drawn

Where a Directors Loan relates to the applicant(s) please include repayment terms and any tax implications

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Section F – Accountant's Confirmation of Tax Affairs

Is/Are the Applicant(s) tax affairs up to date and in order? (please circle)	YES / NO
Where applicable, is the business' tax affairs up to date and in order? (please circle)	YES / NO
<i>Please note below any relevant comments:</i>	

Section G – Accountant's Certification

Accountant's Name (print): _____
Accountant's Signature: _____
Accountant's Qualification (must hold a UK Accountant's qualification): _____
Date: _____

Accountant's Stamp or Full Registered Trading Address:
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