

SELF-EMPLOYED DECLARATION

i Instructions

If you are self-employed, please complete this form to help us understand the impact of your transport accident on your business. This will help us make sure you have access to the right services and supports to help you to return to work.

SECTION 1	SECTION 2
TAC CLIENT DETAILS	BUSINESS DETAILS
First name	Business name
Last name	ABN
TAC claim number	Date business commenced
Date of accident	Business address
Date of birth	Suburb/Town Post code
Phone number	What is the structure of your business:
Email address	Sole trader Company
	Partnership Trust
	Describe the main purpose of your business

SECTION 3

EMPLOYEES

Other than yourself, how many people are employed in your business?

Full time

Part time

Casual

Subcontractor

Do you have family members or a de facto partner involved in your business?

Yes No

If **yes**, please provide their details below.

Name 1

Relationship to you

Duties performed

Number of hours per week

Is this a paid position

Yes No

Name 2

Relationship to you

Duties performed

Number of hours per week

Is this a paid position

Yes No

Name 3

Relationship to you

Duties performed

Number of hours per week

Is this a paid position

Yes No

Name 4

Relationship to you

Duties performed

Number of hours per week

Is this a paid position

Yes No

SECTION 4

PRE-ACCIDENT WORK DUTIES

Please list the hours you typically work each day
(e.g. '8am – 5pm')

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Total number of hours worked per week

Number of hours you usually spend on each task per week

Administration

Supervising

Quotes

Physical or hands on

If a business partnership, number of hours your partner usually spends on each task per week.

Administration

Supervising

Quotes

Physical or hands on

Please list your usual daily tasks performed with approximate number of hours for each (e.g. 'bookkeeping, 2 hours')

Daily task

Approx. task hours

Please provide details of your last three jobs or contracts, including the number of days worked on each.

Name

Address

Days worked

