

# Certificate of Earnings



Claim reference:

## Note to the employee

Please fill in your name and address below and pass this certificate to your employer.

Employee's name

Address

## Note to the employer

Please fill in this certificate with details of your employee's earnings, and return it to us at the address over the page. Thank you for your help.

Employee's job title

Employee's National Insurance number

Employee's tax code

Employee's works number

## How often is your employee paid?

Every week

Every fortnight

Every four weeks

Every calendar month

## How are they paid?

Cash

Cheque

BACS

What date did their employment start?

/  /

What date did they leave? (if appropriate)

/  /

How many hours a week do they normally work?

What is their normal basic wage or salary?

£

What was the date of their last pay rise?

/  /

When will their next pay rise be?

/  /

Please turn over and provide details of their earnings, as appropriate

**In the table below, please give details of your employee's earnings.**

*Give details of the last 5 weeks pay (if they are paid weekly), 3 fortnights pay (if they are paid fortnightly) 2 months', or four weeks' pay (if they are paid monthly or every four week). Include overtime, bonus, SSP, SMP and so on*

Week or month ending	Gross pay (not including tax credit)	Tax	National insurance	Works pension	Net pay
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£

Year to date as at:

/ /	£	£	£	£	£
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For office use only:					
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If your employee receives a bonus which is not included in the above, please confirm how much, and how often this is paid:

Amount (£)  Paid every

Is Statutory Sick Pay included in any of these payments? **No**  **Yes**

What date is it paid from?  Please confirm the weekly rate paid:

**Employer's signature:**

**Name, and position in firm:**

**Company name and business address:**

Business phone number:

**Official business stamp:**

Date: / /

Please return **by post** to: Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF  
 Or you can return it **by hand** to the Customer Services Centre, Bayard Place, Broadway (opposite the Central Library)

**Employee's earnings - continued**

Week or month ending	Gross pay (not including tax credits)	Tax	National insurance	Works pension	Net pay
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/ /	£	£	£	£	£
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Year to date as at:

/ /	£	£	£	£	£
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