

# Certificate of Earnings – Private and Confidential



Our reference ClaimNo \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

National Insurance Number \_\_\_\_\_ Occupation \_\_\_\_\_ Work/Payroll number \_\_\_\_\_

Please assist your employer by completing the appropriate sections below      Weekly paid = last 5 weeks      Monthly paid = last 2 months

Week / Month Ending	Gross pay	Tax deduction	National insurance deductions	Pension Deductions	Other deductions	Net Pay	Tax refund	Does gross pay include any of the following: Holiday, Arrears, Bonus, Statutory Sick Pay Expenses

Please state if paid weekly, four weekly, monthly, fortnightly \_\_\_\_\_ Average number of hours worked each week \_\_\_\_\_

Please tick the method of payment Cash      Cheque      Direct into bank      Other – please specify \_\_\_\_\_

Date Employment commenced \_\_\_\_\_ Gross year to date £ \_\_\_\_\_

If there has been a bonus paid in the last 12 months please show details below

Amount £      Dates of payments      Frequency of bonus

### Data Protection Act 1998

The Borough Council of King's Lynn & West Norfolk will use your information in respect of tenancy/benefit/rent issues. We may share the information with other agencies or organisations such as the Department of Work and Pensions, the Jobcentre Plus, the Pension Service and the H M Revenue & Customs, and other departments within the Council, as allowed by the law. You have a right to ask for a copy of the information we hold on you, which is subject to the data protection Act 1998 (for which we may make a small charge) and to correct any inaccuracies.

I certify that the above named is employed by me and received salary/wages (including overtime, bonus, commission and any other payment) as indicated above.

Signed:	Name & address of employer:	Employers official stamp
Signatory's Position:	Telephone number	