



## Certificate of Earnings - Private and Confidential

Applicant's name \_\_\_\_\_ Address: \_\_\_\_\_

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

Please assist your employee by completing the appropriate sections below

Weekly paid - last 5 weeks

Monthly paid - last 2 months

Week / Month Ending	Gross pay	Tax deductions	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 Cheque ☐ Cash ☐ Direct into Bank ☐ Other ☐ (if 'Other' please describe) \_\_\_\_\_

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

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

Please tick box if estimated figures are given ☐

Amount £

Dates of Payments:

Frequency of Bonus:

### Data Protection

The Borough Council of King's Lynn & West Norfolk will use your information in respect of tenancy/benefit/rent issues. We may share information you have provided with other government departments or agencies and local authorities to check the accuracy of the information, as permitted by 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 payments) as indicated above.

Signed:

Name and Address of Employer:

Employer's Official Stamp

Signatory's Position:

Tel. No: