



# Certificate of earnings

Claim reference number

We need some information about your employee's earnings. Please help your employee by filling this form in with the information requested as soon as possible. As this information is needed in order to work out what they will be earning in the future, please be as clear as possible about how their current income may change.

Employee's full name _____
Address _____ _____
_____ Postcode _____

Position held \_\_\_\_\_

Contracted hours \_\_\_\_\_

Rate of pay and frequency (hourly/per annum/pro rata) \_\_\_\_\_

## Recent earnings:

Please complete table with the last five weeks wages or two months if paid monthly.

Week/month ending	Hours worked	Gross earnings	Credits of income tax	Income tax	National insurance	Employee pension contributions	Other details (eg SSP, etc)

Gross pay for year to date \_\_\_\_\_

If employment started fewer than two months ago give the date employment started \_\_\_\_\_

Date of last pay increase \_\_\_\_\_

continued overleaf...

## Estimated future earnings:

Please complete the following table estimating what your employee will receive in their future payslips.

Estimated period that income will apply	Hours worked	Gross earnings	Income tax	National insurance	Employee pension contributions	Other details (eg SSP, etc)

Do you expect this to vary at all over the next two months? \_\_\_\_\_

If yes, please give details \_\_\_\_\_

National insurance number \_\_\_\_\_

Payroll number \_\_\_\_\_

Method of payment (eg BACS, cash, cheque) \_\_\_\_\_

Further information \_\_\_\_\_

Signed by employer/employer's representative \_\_\_\_\_

Date \_\_\_\_\_

Position held \_\_\_\_\_

Company's official stamp

If no stamp is available, please provide accompanying letter on headed paper.



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email [info@norwich.gov.uk](mailto:info@norwich.gov.uk)