

Earnings certificate for Housing Benefit /Council Tax Benefit

Use this form as proof of how much you earn. If you or your partner need more of these forms, please ask us.

Please fill in your details below:

Your details:

Name	
Address	

Employee Ref		NINO	
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Your signature	
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Now ask your employer to fill in the details below. Your employer must sign and stamp the form.

To the Employer:

This form should be filled in by the person responsible for paying the wages of the employee named above.

How often is the employee paid? (Weekly, Fortnightly, Four weekly, Calendar monthly, Other)	
How is the employee paid? (Cash, Cheque, Transfer into bank account)	
How many hours does the employee work in a normal week?	
What is their normal gross wage before deductions?	

Please fill in the table below.

If you pay weekly wages, please give pay details for the last five weeks

If you pay fortnightly, please give pay details for the last three fortnights.

If you pay monthly or four weekly, please give details for the last two months or two periods.

Please include all overtime payments, bonuses, Sick pay, Maternity Pay, Statutory Adoption Pay, Paternity Pay or any extra pay the employee has had.

Pay period ending	Hours worked	Gross pay	Gross pay to date	National Insurance contributions This period	National Insurance contributions Year to date	Pension contributions	Tax paid by employee This period	Tax paid by employee Year to date

If these figures include SSP,SMP,SAP or SPP please give the following information.

What type of payment is it?	
How often is it paid?	
When did it start?	

I confirm that this information is true and complete.

Signature: _____

Name of person responsible for paying wages: _____

Position in firm: _____

Phone number _____

Company stamp

Please return this form to:

Newcastle City Council, Room 201, Civic Centre, Newcastle upon Tyne, NE1 8QH