

HBRef:

Please confirm method of payment (e.g. BACS, cash, etc.):

Contracted hours week / month*

Normal hours worked week / month*

Are the above wages a true reflection of your employee's average weekly wage for the year to date?

Please tick Yes No

If you have ticked 'No' please state why

Total gross pay to date:	£
Total Income Tax to date:	£
Total National Insurance to date:	£
Total Superannuation / Pension to date:	£
Tax week / month:	
Date of last wage increase:	
Date of next wage increase:	
Date S.S.P. / S.M.P. started:	

Employers Signature	
Name	
Position	
Date	

I confirm that all the information given is true and complete.
Please endorse with Business's
Authorisation Stamp.

Contact Telephone Number:

*Delete as appropriate

The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.