

# CERTIFICATE OF EARNINGS

PRIVATE AND CONFIDENTIAL

**DARTFORD BOROUGH COUNCIL**

CIVIC CENTRE, HOME GARDENS, DARTFORD. KENT DA1 1DR

**To be completed by employee:**

Name

Address

Employee/Works number  National Insurance number

Occupation

Signature

Date commenced employment

**To be completed by employer:**

**Notes for employer:** I would be grateful if you could assist your employee by confirming the details above, providing the information requested below and returning it to the address at the top of the form. If you are unable to complete the details quickly, tell your employee in order that they can return their claim form to the Council, without delay. If you hold a National Insurance number (NINO), which is different to that shown above, please insert it here

Date of last pay increase  Date of next pay increase

Please indicate how often the Employee is paid. If other applies please state.

Weekly  fortnightly  4-weekly  calendar monthly

Other

Please indicate the method of payment.  Normal hours worked

E.g. cash, cheque, direct into a bank account.

Normal basic pay

Is Working Family Tax Credit included in the employee's wages – Yes  No

Pay details for the last 5 weekly, 3 fortnightly, 2 monthly or 4-weekly periods (including overtime, bonus, SSP, SMP etc). If statutory sick pay or maternity pay is included in the gross pay please indicate clearly which and how much.

Date Paid	Tax week	No of hours	Gross pay	National Insurance		Occupational or private pension contributions	Tax paid by employee	
				This period	YTD		This period	YTD

Name  Name of Business

Business address

Business telephone number

I confirm that the information given is true and complete

Signature

Company stamp/Letter head

Position held

Date

**ESTIMATED EARNINGS: Your payslips will be required once you have received them.**

Please complete this section if your employee has just started work and has not worked for five weeks.

Are the earnings likely to vary Yes  No

Please estimate what your employee is likely to earn and state the frequency of the payment.

Weekly  Fortnightly  4-weekly  Calendar Monthly

Other

Pay period	Estimated No of hours	Estimated gross pay	Estimated national Insurance contributions	Estimated employees contributions to pension scheme	Estimated net pay