



# Employer's certificate of gross earnings

**To the applicant:** If you do not want your employer to know you are claiming benefit you **must** provide your payslips. If you are paid weekly you must send the last 5, if paid fortnightly send the last 3, if paid monthly send the last 2.

If you cannot provide these, fill in your name and address and ask your employer to complete this form. When completed, return it to us. Failure to provide proof of your earnings may result in your claim being delayed.

**To the employer:** Plymouth City Council would be grateful if you could complete this certificate and return it to the Council. Thank you for your co-operation.

Name of employer:

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Business address:

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Signature of employer:

Official business stamp:  
(if available)

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Date:

Employee's name and address:

Employee's occupation:

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Place of employment:

Employee's works or payroll number:  Employee's National Insurance Number:

Is the employee paid:  Weekly  Fortnightly  4 weekly  
 Calendar Monthly

How is the employee paid:  Cash  Cheque  
 Directly to bank account (BACS)

Start date of employment:  /  /  Average or contracted hours per week:

Date of last pay rise:  /  /  Date of next pay rise:  /  /

Please complete the table below detailing pay earned over the last 5 weeks if paid weekly, 3 fortnights if paid fortnightly or 2 months if paid 4 weekly or calendar monthly.


Please state any additional amounts(s) not included above (e.g. annual bonus)