

EMPLOYER'S CERTIFICATE OF GROSS EARNINGS



Applicants: If you don't want your employer to know you're claiming benefit you must provide your payslips. If you're paid weekly send the last five, if you're paid fortnightly send the last three and if you're paid monthly send the last two. If you can't provide these ask your employer to fill in this form. If you don't provide proof of your earnings your claim may be delayed.

Employers: Please complete this certificate and return to your employee. Thank you for your co-operation.

Employee's details

Name: _____

Home address: _____

Postcode: _____

Occupation: _____ Place of employment: _____

Works/payroll no: _____ National Insurance no: _____

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

Date of last pay rise: _____ Date of next pay rise: _____

When is the employee paid? Monthly 4-weekly Fortnightly Weekly

How is the employee paid? BACS Cash Cheque

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 monthly)

	Period 1	Period 2	Period 3	Period 4	Period 5	Office use
Date*						
Gross pay						
Income tax						
National Insurance						
Superannuation						
NET PAY						

* Week, fortnight or month ending

Employer's details

Name: _____

Business address: _____

Postcode: _____

Signature: _____ Date: _____