

# Certificate of Earnings

Private and Confidential

**Please fill in your works number, the date your job began and National Insurance Number. Then ask your employer to fill in all the boxes and details below, including Employer's stamp.**

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Case Reference: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Your works number: \_\_\_\_\_

When did your job begin? \_\_\_\_\_

Your National Insurance Number:

**Note to the employer:**

Please help your employee by filling in this form to show details of their wages for the last five weeks or two months. If this employee has just started in your employment please state their predicted weekly hours and earnings.

How often do you pay your employee?      Fortnightly       Monthly       Four weekly       Weekly

Predicted earnings:       Predicted weekly hours:

***Gross pay should include any overtime, bonus, commission, Statutory Sick Pay, Statutory Maternity Pay, profit-related pay or other payments.***

Date From	Date to	Gross pay	Income Tax paid on their wages	National Insurance contributions	Superannuation pension	Net pay
/ /	/ /	£	£	£	£	£
/ /	/ /	£	£	£	£	£
/ /	/ /	£	£	£	£	£
/ /	/ /	£	£	£	£	£
/ /	/ /	£	£	£	£	£
Total		£	£	£	£	£

**Important note: Please fill in the boxes below with the totals for the pay to date.**

	Gross Pay	Income Tax paid on their wages	National Insurance contributions	Superannuation pension	Net pay
Totals from week or month 1 to week or month	£	£	£	£	£

How do you pay them, for example, straight into their bank account, cheque or cash?

How many hours do they normally work per week?

If the information you have given above is not typical of your employee's earnings, please say why.

Employer's or employer's representative's signature:

Your position:

Business Name:

Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Employer's stamp**