

Income

NORTHUMBERLAND

Northumberland County Council

Benefit Section, Wansbeck Square, Ashington,
Northumberland, NE63 9XL
Telephone: 0345 6006400
Fax: 01670 620098
Website: www.northumberland.gov.uk

OFFICE USE ONLY	
Received	_____
Case Ref	_____

Housing Benefit & Council Tax Support - Earnings Certificate

Part A – TO BE COMPLETED BY EMPLOYEE

Please complete the details below, sign and date the form and then pass it to your employer.

Name			
Address			Post Code
Occupation			
Signature			
Date			

Part B - TO BE COMPLETED BY EMPLOYER

Employee NI Number										Tax Code		
Business Name												
Business Address											Post Code	
Telephone Number												
Signature											Date	
Position in Firm												
Company Stamp											If you do not have a company stamp we need evidence to establish that you are the employer such as VAT Reg. No, Tax UTR, PAYE Reference.	

Part B – continued

Please enter below your employee's gross wages, including any overtime, bonus, commission and any other payments before making any deductions for Income Tax, National Insurance, superannuation etc.

Please provide the following details below: if paid monthly or four weekly provide last two months or two periods; if paid fortnightly provide last three fortnights, or if paid weekly provide last five weeks.

If this person is a new starter, please provide an estimate of the amounts to be paid to them.

Pay Frequency							
Calendar Month		Pay Date	Pay Date	Pay Date	Pay Date	Pay Date	Total for Period
Four Weekly		/ /	/ /	/ /	/ /	/ /	
Fortnightly		/ /	/ /	/ /	/ /	/ /	
Weekly							
Gross Pay							
Union							
Income Tax							
Employees' N.I.C							
Superannuation							
Net Pay							
Hours worked							
Council Tax Attachment							
Other deductions							
Gross Pay Year To Date							
Income Tax Year To Date							
National Insurance To Date							
Net Pay Year To Date							

Part C – TO BE COMPLETED BY EMPLOYER

Does the information above represent the employee's normal average income?	YES / NO
If not, please enter details of average net pay	£ : p
Method of payment (CASH / CHEQUE / BANK TRANSFER)	
Date of last pay rise	
Date of any pending pay rise	
Date Employment Commenced	