

Income



# Northumberland County Council

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<b>OFFICE USE ONLY</b>	
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.

<b>Pay Frequency</b>							
Calendar Month	<input type="text"/>	Pay Date	Pay Date	Pay Date	Pay Date	Pay Date	Total for Period
Four Weekly	<input type="text"/>	/ /	/ /	/ /	/ /	/ /	
Fortnightly	<input type="text"/>						
Weekly	<input type="text"/>						
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	