Income

Northumberland
County Council

Benefit Section, County Hall, Morpeth, Northumberland, NE61 2EF Telephone: 0345 6006400 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 Four Weekly Fortnightly Weekly	Pay Date / /	Pay Date / /	Pay Date / /	Pay Date / /	Pay Date / /	Total for Period
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	