

Ref:

# CERTIFICATE OF EARNINGS

PRIVATE AND CONFIDENTIAL

## Part A – to be filled in by employee

Please fill in Part A of this form and then **ask your employer to fill in Parts B and C.**

Name Address		Employer's name: Address:  Employer's phone:	
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National Insurance Number                 

## Part B – to be filled in by employer only

Please help your employee by filling in Parts B and C of this form as soon as you can.  
If you hold different name, address or National Insurance details to the information shown above, please provide them.

What date did their employment start?   

What was the date of their last pay increase?   

How often is your employee paid?    weekly     fortnightly     four-weekly     monthly

How is your employee paid?    cash     cheque     BACs     other (please state)

For the **current financial year**, please state your employee's:

**Gross** pay to date     £    :        Tax to date     £    :        Net National Insurance to date     £    :   

For the above figures, please state the exact date used   

Please complete **Table 1** below with details of their last 5 weeks' **actual earnings** (if paid weekly), 6 weeks' (if paid fortnightly), 8 weeks' (if paid four-weekly) or 2 months' (if paid monthly). Figures must include overtime, bonus and commission.

**If they have not yet worked for at least this length of time, please complete Table 2.**

**If they have had a recent change in their hours or hourly rate, please complete Table 1 and Table 2.**

**Table 1 – To be used for declaring ACTUAL earnings only, including any SSP or SMP paid.**

Date paid	Gross pay	Income Tax deductions	Employee's National Insurance Contributions	Employee's Contributions to Pension Scheme	SSP or SMP	Hours worked	Take home pay (net)
	£    :	£    :	£    :	£    :	£    :		£    :
	£    :	£    :	£    :	£    :	£    :		£    :
	£    :	£    :	£    :	£    :	£    :		£    :
	£    :	£    :	£    :	£    :	£    :		£    :
	£    :	£    :	£    :	£    :	£    :		£    :

Are earnings for this period unusually high or low?    No     Yes     If 'YES', which one?    High     Low

**This form continues overleaf - please turn over.**

## Part B (continued) – to be filled in by employer only

**Table 2 – To be used for declaring ESTIMATED earnings only.**

Estimated Gross pay	Estimated Income Tax deductions	Estimated Employee's National Insurance Contributions	Estimated Employee's Contributions to Pension Scheme	Estimated hours worked	Estimated take home pay (net)
£ :	£ :	£ :	£ :		£ :

Are the earnings you have estimated likely to vary? No  Yes

### Additional information

Use this space to provide any extra information relevant to this certificate, for example SSP or SMP details.

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## Part C – to be filled in by employer only

Please authenticate this certificate with the Company's official stamp in the space provided. If you do not have a stamp, attach a sheet of official headed notepaper.

Employer's signature
Please print your name
Position held in the Company
Your contact phone number
Date

<b>Company's official stamp here</b>
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## Returning this form:

**By post:** Revenues & Benefits Service, Thanet District Council, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ

**Or by hand at one of the following offices:**

Thanet's Gateway Plus, Cecil Street, Margate.  
Open: Weekdays 9am to 6pm, (8pm on Thursday). Saturday 9am to 5pm

Ramsgate District Office, 14 York Street, Ramsgate.  
Open: Monday to Friday, 8.45am to 12.30pm

**To contact the Revenues & Benefits Service:**

**Phone: (01843) 577552** phone lines are open from 9am to 5.30pm  
Email: [Benefits@thanet.gov.uk](mailto:Benefits@thanet.gov.uk)  
Fax: 01843 577532

For all other Council services, please phone (01843) 577000.

We are committed to ensuring that money paid out in benefits goes to those who are entitled to receive it. If you are aware of anyone abusing the system, you can call our Investigation Section on (01843) 577369.

**Information:** Housing Benefit and Council Tax Benefit help and information is available from the above offices and online at [www.thanet.gov.uk/benefits](http://www.thanet.gov.uk/benefits)