

Housing benefit and council tax support Certificate of earnings



Section 1

Doc Type: BPROOF

Employee's name:

Benefit reference number:

Employee's NINO:

Employee's address:

Employee's pay / works number:

Date employment commenced:

Basic Annual Salary:

Hourly Rate:

Average hours worked a week:

Does the employee work term time only?:

Date of last pay rise:

Expected date of next pay rise:

How often are they paid? Weekly 2 Weekly 4 Weekly Monthly

How are they paid? BACS Cheque Cash

Section 2

Please enter details about your employee's earnings below:

- If they are paid weekly we need details of the last 5 weeks payments
- If they are paid fortnightly we need details of the last 3 payments
- If they are paid calendar monthly or four weekly we need details of the last 2 payments

Period ending	No of hours worked	Week / month number	Gross earnings	Income tax deductions	Employee's NI contribution	Employee's pension contribution	Net earnings

If statutory sick / maternity pay is included how much? From what date?

Section 3

Please provide details of the total income paid during the current tax year to date.

Total gross earnings:	Total tax paid:
Total employee's national insurance paid:	Total employee's pension Contribution:
Number of weeks in above period:	

Section 4

Please complete this section if your employee has recently started work or has returned to work following a period of absence or their normal pattern of earnings is due to change. Please complete the table below with your employee's estimated earnings.

Estimated gross pay	Estimated income tax deductions	Estimated employee's NI deduction	Estimated employee's pension contribution	Estimated hours worked	Estimated net earnings

Section 5

Signature:	Date:
Name:	Position in company:
Company name:	
Company address:	Company's official stamp:

Maidstone Residents		Tunbridge Wells Residents	
Please return by post to:	Benefit Section Maidstone House King Street Maidstone Kent ME15 6JQ	Please return by post to:	Benefits Section Town Hall Royal Tunbridge Wells Kent TN1 1RS
Or return by hand to:	Maidstone Gateway King Street Maidstone Kent ME15 6JQ	Or return by hand to:	Tunbridge Wells Gateway 8 Grosvenor Road Royal Tunbridge Wells Kent TN1 2AB