

Direct Dial: 023 8083 3009 (08:30am to 5pm Monday to Friday)
 Email: benefit.services@southampton.gov.uk

Employer's Certificate of Earnings

Note to employer: Please fill in this certificate in black ink and return to the above address. Thank you for your help.

Employee's name and address	
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Job title		Type of work	
Reference No		NINO	
		Works No	

How often are they paid?	Every week	<input type="text"/>	Every two weeks	<input type="text"/>
	Every four weeks	<input type="text"/>	Every calendar month	<input type="text"/>
How are they paid? (cash, cheque, direct to bank)			<input style="width: 100%;" type="text"/>	

Is the employee contracted out of the national insurance scheme?	Yes	<input type="text"/>	No	<input type="text"/>
Do they pay into a company pension scheme?	Yes	<input type="text"/>	No	<input type="text"/>

Date their employment started	<input style="width: 100%;" type="text"/>	Average hours they work each week	<input style="width: 100%;" type="text"/>	
Are they working for a fixed period?	Yes	<input type="text"/>	No	<input type="text"/>
If 'Yes', please give the date their employment ends		<input style="width: 100%;" type="text"/>		

Date of their last pay rise	<input style="width: 100%;" type="text"/>	Date of their next pay rise	<input style="width: 100%;" type="text"/>
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If they are paid every week, please give details of the last five weeks pay below. If they are paid every four weeks or every calendar month, please give details of their last two months pay below.

Please tell us about any week when the employee lost pay through sickness or when they got a rise in their basic pay.

Week or month ending	Gross Pay	Tax	National Insurance	Works Pension	Net Pay
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£
/ /	£	£	£	£	£
Total	£	£	£	£	£
Gross pay as at / /	£	£	£	£	£

£

Average gross weekly or monthly bonus if this is not included above
 Are any of the following included in any of these payments?

Working Tax Credit Statutory Sick Pay Statutory Maternity Pay

Is overtime included in any of these payments? If 'Yes', please say how much £

Employer's signature Name & position in firm

Name & business address of employer Official business stamp (if available)

Date: / /

Privacy statement

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.