

PRIVATE AND CONFIDENTIAL – Certificate of Earned Income

To be completed by employee

Name: -----  
Address: -----  
Employee / Works No: -----  
Occupation: -----  
Signature: -----

Return to:  
Stockport Council  
Benefits Team  
Town Hall  
Stockport  
SK1 3XE

Claim No:

To be completed by employer

I shall be grateful if you will assist your employee by confirming the details above, providing the information requested below **and overleaf**, and returning it to the address at the top of this form.

Date they started work  Have they had a pay rise in the last 12 months? NO  YES

If YES, what date did the rise start from?

Please indicate how often the employee is paid. *(If other applies, please state the frequency)*

Weekly  Fortnightly  4 – weekly  Calendar Monthly  Other

Please indicate the method of payment. Cash  Cheque  Direct into bank account

How many hours do they **normally** work per week?  What is their **normal** basic wage?

Do they ever receive bonus payments? NO  YES

If YES, how much is each bonus payment? £  How often are they made?

Do they ever work overtime? NO  YES

If YES, how often is it worked?

PLEASE TURN OVER AND COMPLETE THE REST OF THE FORM

Please provide details of pay for the last **five** weekly, **three** fortnightly or **two** monthly / four weekly periods including overtime bonus. SSP etc...

If your employee has just commenced their employment or their hours have changed, please forecast the pay they will receive.

Week or Month ending	Number of hours worked	Gross Pay <i>(excl. any tax credits)</i>	Gross Pay To date <i>(excl. any tax credits)</i>	Tax Credit e.g. WFTC or DPTC	SSP or SMP <i>(please indicate)</i>	Nat. Insurance Contributions paid by employee		Tax paid by employee		Occ. Pension or Personal Pension Conts.	Any other deductions (TOTAL)	Take Home Pay
						Pay Period	Year to date	Pay Period	Year to date			

**What is the name and address of your company?**

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**What is the name and address of your company's Head Office?**

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**Please endorse with company stamp or send in company headed notepaper or a compliment slip.**

I confirm that the information given is true and complete.

**Signature**

**Name** (please print)

**Position in firm**