Harlow Council

Harlow Council
Working together for Harlow

Certificate of Earnings

You don't need to use this form if you are sending payslips.
We may ask you to fill in this form if your payslips do not show the information we need.
If you need help filling in this form please phone (01279) 446633

To be filled in by the employee

Name

Address

Postcode

Occupation

National Insurance number Letters | Numbers | Letter

Payroll number

Date / /

Signature

Please ask your employer to fill in the details below.

To be filled in by the employer

Please help your employee by confirming the details above, providing the information below and returning it to the address at the bottom of this page.

How often do you pay them? Every week ☐ Every fortnight ☐ Every four weeks ☐
Every calendar month ☐ Other (please give details)

How do you pay them? By cash ☐ By cheque ☐
Straight into their bank account ☐ Other (please give details)

Normal basic wage £

Normal hours they work hours

Give the date of their next pay increase. / /

Give the date their employment started. / /

Please give details of their pay for the last five weekly, three fortnightly, two monthly or two four-weekly periods (including overtime, bonus, SSP, SMP and so on).

Period ending	Hours worked	Gross pay	Gross pay to date	Tax	Tax to date	National Insurance	National Insurance to date	Pension
/ /	hours	£	£	£	£	£	£	£
/ /	hours	£	£	£	£	£	£	£
/ /	hours	£	£	£	£	£	£	£
/ /	hours	£	£	£	£	£	£	£
/ /	hours	£	£	£	£	£	£	£

If Statutory Sick Pay or Maternity or Paternity Pay is included in the gross pay, please say which, how much and the period covered.

Business name

Business address and postcode

Postcode

Business phone number

Business fax number

Business stamp

Name in full

Date / /

Signature

Position in company

Please return this form to: Revenues and Benefits, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG