



Certificate of earned income

City of Cardiff Council
Housing Benefit, Council Tax reduction, Free School Meals

Please give this form to your employer to complete.

We may contact your employer directly if we have a query about the information provided.

Employee details (person claiming benefit)

| |
|-------------------|
| Full name: |
| Address: |
| Postcode: |
| Telephone number: |
| Employee number: |
| Occupation: |

Employer details (who you work for)

| |
|--|
| Full name: |
| Position: |
| Business name: |
| Business address: |
| Telephone number: |
| Employer's authorisation stamp or attach a letterhead: |

Income details

| |
|--|
| Date employment started: |
| Date employment ended (if applicable): |
| Tax code: |
| National Insurance Number: |
| Normal basic pay: |
| Date of last pay increase: |
| Date of next expected pay increase: |

Do they currently get sick pay or maternity pay?

Yes

No

If yes, what do they receive?

Sick pay

Maternity pay

When did it start:

When is it due to expire:

Normal hours per week:

How are they paid?

Cash

Cheque

Into a bank account

Other

Please specify:

How often are they paid?

Every week

Every two weeks

Every three weeks

Every month

Other

Please specify:

Recent income

In the table below please give details of the employee's last five payslips if paid weekly, last two payslips if paid monthly and last three payslips if paid fortnightly. Include any overtime, bonuses, commission and so on.

| | Payment 1 | Payment 2 | Payment 3 | Payment 4 | Payment 5 | |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|--------------|
| Pay period starting | | | | | | |
| Pay period ending | | | | | | |
| Number of hours worked | | | | | | |
| Payments | | | | | | Year to date |
| Gross earnings | | | | | | |
| Sick pay | | | | | | |
| Overtime | | | | | | |
| Maternity pay | | | | | | |
| Other payments (please detail) | | | | | | |
| Deductions | | | | | | Year to date |
| Tax | | | | | | |
| National Insurance | | | | | | |
| Pension | | | | | | |
| Net payment | | | | | | |

Do your employee's earnings vary a lot?

Yes

No

If yes, please show the total earnings and deductions for the last 13 weeks or 3 months (or if they have not been employed that long – as long as possible). Include any overtime, bonuses, commission and so on.

| Period start | Period end | Hour worked | Gross payments | Tax | National Insurance | Pension contributions |
|--------------|------------|-------------|----------------|-----|--------------------|-----------------------|
| | | | | | | |

If you employee has recently started work

Please complete this section if your employee has started work in the last two months.

Have normal hours been worked since starting work?

Yes

No

If no what hours are they currently working and when will they start normal hours?

Is your employee expected to earn any additional money on top of their normal wages? E.g. bonuses, regular overtime, etc. if so, please provide details.

Declaration

The information I have given the Council is true and complete.

Signature:

Date:

You can upload this form online using your mobile at www.cardiff.gov.uk/evidencebenefits , email it to us at benefits@cardiff.gov.uk or post it to:

Freepost Cardiff Council Housing Benefit

PO Box 6000

Cardiff CF11 0WZ