

**CERTIFICATE OF EARNED INCOME
PRIVATE AND CONFIDENTIAL**

To be completed by employee:

Name: _____ Address: _____

Employee/Works Number: _____

NINO: _____

Signature: _____ Date: _____

To be completed by employer:

I would be grateful if you could assist your employee by confirming the details above, providing the information requested below and returning it to: **Glasgow City Council, PO Box 36, 45 John Street, Glasgow G1 1JE**

If you hold a National Insurance Number (NINO) which is **different** to that shown above please insert it here: _____

Start date of employment **OR** Date of Increase: _____

Please indicate how often the employee is paid. If other applies please state the period.

Weekly	Fortnightly	4 - Weekly	Calendar Monthly	Other (Please State)

Please indicate the method of payment e.g. cash, cheque, direct to bank.

	Normal Basic Pay		Normal Hours Worked
	£		

Pay details for the last 5 weekly, 3 fortnightly, or 2 monthly/4-weekly periods (including SSP, SMP, overtime bonus, etc.). If SSP or Maternity Pay is included in the gross pay please indicate clearly below which and how much.	Pay Period Ending	No of Hours Worked	Gross Pay	National Insurance Contributions		Occupational or personal pension contributions	Tax Paid by Employee	
				P/P	YTD		P/P	YTD
			£					
			£					
			£					
			£					
			£					
			£					

Any Additional information :

Name of person completing form

Name of Business

Position in business

Business Address

Business telephone number

I confirm that the information given is true and complete.

Please endorse with business's authorisation stamp

Signature : _____

Date : _____