

# Certificate of Earnings

Claim reference:

**Please provide ALL of the information requested below. Please turn over for help to complete this form.** NOTE: Submitting an incomplete form will delay payment of benefit and/or reduction.

|              |                      |                          |                      |
|--------------|----------------------|--------------------------|----------------------|
| Your name    | <input type="text"/> | Your employer's name     | <input type="text"/> |
| Your address | <input type="text"/> | Your work/payroll number | <input type="text"/> |
|              |                      | Your employers address   | <input type="text"/> |

**Please get YOUR EMPLOYER to complete the following information.**

|                                 |                      |
|---------------------------------|----------------------|
| Date employment started         | <input type="text"/> |
| Job title                       | <input type="text"/> |
| Number of hours worked per week | <input type="text"/> |
| Hourly rate of pay              | <input type="text"/> |
| National Insurance Number       | <input type="text"/> |
| Tax code                        | <input type="text"/> |

**Please give details of payments for the following periods.** This should be a prediction if payments have not yet been made.

|                             | from | (date) | (date) | (date) | (date) | (date) |
|-----------------------------|------|--------|--------|--------|--------|--------|
|                             | to   | (date) | (date) | (date) | (date) | (date) |
| Gross pay                   |      |        |        |        |        |        |
| LESS Tax                    |      |        |        |        |        |        |
| LESS National Insurance     |      |        |        |        |        |        |
| LESS Employee's pension     |      |        |        |        |        |        |
| LESS other (please specify) |      |        |        |        |        |        |
| NET PAY                     |      |        |        |        |        |        |

Is payment made:      Weekly: YES / NO      4 Weekly: YES / NO      Calendar Monthly: YES / NO  
or other? (please specify)

Is payment made by cheque or direct debit into a bank account?

## Declaration

If you knowingly help someone to claim benefit and/or reduction to which they are not entitled you may be prosecuted. I declare that the information given above is correct and understand that to give false information is an offence.

Signature

Date

Position in company

We may not be able to accept this form without a valid company stamp. If you do not have a stamp, please see overleaf.

**Company Stamp**

Please return to: Brighton and Hove City Council, Benefits,  
Hove Town Hall, Hove, BN3 3BQ.

# Guidance notes on how to complete a Certificate of Earnings form

## Why Complete a Certificate of Earnings form?

To make a claim for Housing Benefit or Council Tax Reduction **you must provide 2 monthly, 3 fortnightly or 5 weekly payslips**. If you are unable to provide payslips, for example if you get hand written payslips, your payslips have gone missing or you just don't receive payslips; a Certificate of Earnings form can be provided instead. Certificate of Earnings forms should be completed by your employer as a declaration to prove your income.

If you have just started work and do not yet have a full set of payslips (for the periods described above), your employer can complete a Certificate of Earnings with a prediction of what your wages will be. We will base our 'in work' calculation on that prediction, meaning that you do not have to wait up to 2 months before we start assessing your claim. Once you've received your payslips **you must present them to us**, so that we can check your predicted income was correct and alter your benefit and/or reduction if necessary.

## How to complete a Certificate of Earnings form

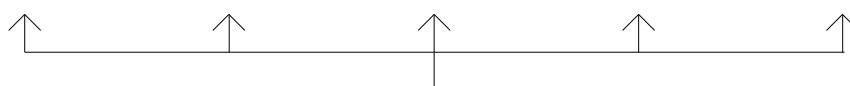
Complete the first section of your Certificate of Earnings, confirming your name, address, employers name and address and your payroll number.

Your employer must complete the rest of the Certificate of Earnings for you, providing a calculation of your Gross and Net pay and your Tax and National Insurance contributions.

## An example of a completed Certificate of Earnings:

In this example the employee gets paid monthly, so only two columns need to be completed and we only need to see two monthly payslips.

| from                        | 01/10/11 (date) | 01/11/11 (date) | (date) | (date) | (date) |
|-----------------------------|-----------------|-----------------|--------|--------|--------|
| to                          | 31/10/11 (date) | 30/11/11 (date) | (date) | (date) | (date) |
| Gross pay                   | £132.00         | £156.00         |        |        |        |
| LESS Tax                    | £3.50           | £8.15           |        |        |        |
| LESS National Insurance     | £3.90           | £6.54           |        |        |        |
| LESS Employee's pension     | None            | None            |        |        |        |
| LESS other (please specify) | None            | None            |        |        |        |
| NET PAY                     | £124.60         | £141.31         |        |        |        |



Each of these columns represents one wage slip, so if you get paid weekly, your employer needs to complete all five columns and we will need to see those five payslips once you have received them.

**It is extremely important that your employer stamps the completed Certificate of Earnings with a company stamp. If they do not have a company stamp we can accept a signed business card or signed piece of letter headed paper. We cannot accept a Certificate of Earnings without this verification.**