

Non Dependants Certificate of Earnings

TO THE EMPLOYER: I would appreciate your co-operation in completing this form for your employee.

Employee Name and Address

Date employment began

Hours worked each week

Exclude non-taxable items from gross pay

Week No.	Ending	Gross Pay
		£
		£
		£
		£
		£
		£
TOTAL for 5 weeks		£
Gross pay to date (this employment)		£
At week No.		£

Month No.	Ending	Gross Pay
		£
		£
TOTAL for 2 months		£
Gross pay to date (this employment)		£
At month No.		£

If these earnings do not reflect the employees normal pay please explain why

DECLARATION BY EMPLOYER:

I / We hereby certify that, during the 5 weeks or 2 months as shown, the gross earnings of the above named person, were as shown. I certify that the gross pay is inclusive of all regular overtime, commission and other cash payments

Signature

Date

Job Title

Business Address

Firms Official Stamp

Date

Thank you for completing this form. Your co-operation is appreciated

To the Claimant Complete your name and address and then return the completed form to:

Claimants Name & Address

Council Offices
88-90 Pier Avenue
Clacton on Sea
Essex
CO15 1TN

Tel: (01255) 686811



Claim No.

Phone No.

PLEASE READ THIS PAGE IF YOU HAVE INCOME FROM EMPLOYMENT

To the Employee

You will need to provide us with proof of your earnings

Please note that we are unable to accept hand written wage slips or wage envelopes unless they are verified with your employer's official stamp. Computerised wage slips will be accepted.

If wage slips are not available to show your earnings over the past 5 weeks or 2 months, please hand this form to your employer for completion overleaf.

To the Employer

Tendring District Council would appreciate your co-operation in completion of the form overleaf for your employee.

If your employee has just commenced employment and you are able to give an accurate estimate of earnings over the next 5 weeks / 2 months, please complete the form with projected earnings. The column headed Wk No. (Col 1) should be completed with the letter "E" to show that the earnings quoted are estimates.

Please either verify the certificate with your company stamp or alternatively attach a covering letter on company note paper stating the name and telephone number of the person completing the form.

Once completed, please either return the form to your employee or forward direct to:

Tendring District Council
Council Offices
88-90 Pier Avenue
Clacton on Sea
Essex CO15 1TN

Should you have any queries please telephone:

01255 686811

Thank you for completing this form.