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WEST SOMERSET COUNCIL
 West Somerset House Killick Way Williton Taunton TA4 4QA
 T 01643 703704 F 01984 633022 DX 117701 WILLITON
 E customerservices@westsomerset.gov.uk W www.westsomersetonline.gov.uk



EARNINGS CERTIFICATE

We need proof that you earn the amount you say on your application form. We will accept your five most recent consecutive weekly payslips or two most recent payslips. Otherwise we need proof of your earnings from your employer.

Please state your name and address, and occupation on this certificate. Then ask your employer to provide the details requested below and to endorse the certificate with their business stamp.

If you think there may be a delay in getting this information from your employer do not delay in sending in your application and send this certificate later.

Applicant's Name

Address

Occupation

To the Employer

Please complete this form giving details of the last two months salary if paid monthly, or five weeks wages if paid weekly. If this is not possible due to the employment having recently commenced please state the estimated earnings. By way of verification could you use your official business stamp in the space provided below, or alternatively, if you do not have a business stamp available, provide written confirmation of earnings on your business headed paper.

IT IS AN OFFENCE TO SUPPLY FALSE INFORMATION

	Week/Month Ending	Gross Pay	Income Tax	National Insurance	Private Pension	Last Gross To Date Figure	
1	/ /	£	£	£	£	Income Tax to date	£
2	/ /	£	£	£	£	N.I. to date	£
3	/ /	£	£	£	£	Pension to date	£
4	/ /	£	£	£	£	Current Week Number	£
5	/ /	£	£	£	£	Tax Code	£

1. Date commenced employment

2. Hours worked per week

3. Date of last pay increase

4. Method of payment (ie cheque, cash)

5. Employer's Name & Address

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Employer's Signature

Employer's Stamp