Statement of Earnings by Your Present Employer

Information for the Applicant

If you are employed or you are a company director, you should ask your employer or 'company secretary' to complete this form about your earnings.

If you have more than one job, each employer should complete a copy of this form.

After your employer has completed the form, you should return it together with your Financial Eligibility Form.

Information for the Employer

Please complete this form answering all questions. Please complete the form in CAPITAL LETTERS and BLACK INK. You should put a cross in the relevant box or write within the white boxed areas as the information you supply will be electronically scanned.

After you have completed this form, please return it to your employee. Thank you for your assistance.

Statement of Earnings by Your Present Employer

CIV/FIN/3

REMEMBER

All questions must be completed.

If there are any questions in this form that are not applicable to the employee please write **'N/A'** in the box provided or **'NOT KNOWN'** if you do not have an answer.

KEY TO SYMBOLS

ⓘ examples or further information on a specific question are provided

🖊 your employer should sign the form here

📑 extra documentation is required to accompany your application

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SECTION A	THE EMPLOYEE

Our reference number (if known)

`C` `I` ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢

ⓘ Please enter details of the employee.

1. ☒ Mr   ☒ Mrs   ☒ Miss   ☒ Ms

   Enter below any other title preferred for use in correspondence

2. Employee's forename

3. Employee's middle name(s)

4. Employee's surname

5. Other name by which the employee is known

6. Employee's payroll number

7. Date the employee started working for you

   DAY   MONTH   YEAR

8. What is the employee's normal gross pay and how often is this paid?

   £ ▢▢▢▢▢▢ . ▢▢ paid

   ☒ Weekly   ☒ Monthly   ☒ 4-Weekly   ☒ Fortnightly

9. What is the employee's total gross pay for current tax year to date?

   ⓘ The total gross is all pay earned in this employment period including basic pay, overtime, bonuses, holiday pay, etc., before deducting any superannuation payments. Do not include tax credits.

   £ ▢▢▢▢▢▢▢ . ▢▢

10. What is the last tax period for the amount shown at Question 9?

    ⓘ This is the last week and date of the earnings included in the answer to Question 9.

    Week or Month number   Date paid up to

    DAY   MONTH   YEAR

11 How is the employee paid?

☒ Cash   ☒ Cheque   ☒ Bank Giro Credit

If paid by BGC, please give details of the account

Sort Code ☐☐ – ☐☐ – ☐☐

Account No. ☐☐☐☐☐☐☐☐☐☐☐☐

12 Does the answer to Question 9 include any backdated pay increase that should have been paid in a previous tax year?

☒ Yes   ☒ No ➡ go to Question 13

If Yes, give the amount and period covered

£ ☐☐☐☐☐☐☐☐☐ . ☐☐

Period started

DAY	MONTH	YEAR
☐☐	☐☐	☐☐☐☐

Period ends

DAY	MONTH	YEAR
☐☐	☐☐	☐☐☐☐

13 Are any backdated increases due which have not yet been implemented?

☒ Yes   ☒ No ➡ go to Question 14

If Yes, give details of the amount due

£ ☐☐☐☐☐☐☐☐ . ☐☐

What is the date the increase is backdated to?

DAY	MONTH	YEAR
☐☐	☐☐	☐☐☐☐

14 Is Working Tax Credit being paid to the employee?

☒ Yes   ☒ No ➡ go to Question 15

If Yes, give the amount and frequency of payment

£ ☐☐☐☐☐☐☐☐ . ☐☐

☒ Weekly   ☒ Monthly

15 Are any other payments, apart from the gross pay, being made to the employee?

ⓘ For example, bonuses or commission.

☒ Yes   ☒ No ➡ go to Question 16

If Yes, give details

☐

☐

Are these payments taxable?

☒ Yes   ☒ No

Are these included in the amount given at Question 8?

☒ Yes   ☒ No

16 Are you aware of any known pay increases due in the next 12 months?

☒ Yes   ☒ No ➡ go to Question 17

If Yes, give details of the date due

DAY	MONTH	YEAR
☐☐	☐☐	☐☐☐☐

What is the percentage or amount due and frequency of payment?

☐☐☐ % or

£ ☐☐☐☐☐☐☐ . ☐☐

☒ Annually   ☒ Monthly

☒ Weekly   ☒ Fortnightly

☒ 4-weekly

17 Are you aware of any other permanent changes or changes to the employee's earnings that are likely to occur in the next 12 months?

ⓘ For example, return to full-time work, promotion.

☒ Yes   ☒ No ➡ go to Question 18

If Yes, what change is expected?

☐

☐

What is the expected date of change?

DAY	MONTH	YEAR
☐☐	☐☐	☐☐☐☐

All questions must be completed.

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SECTION A (CONTINUED) THE EMPLOYEE

18 If the employee started work for you after the beginning of the current tax year, give the total taxable pay from any previous employer

£ ⬚⬚⬚⬚⬚⬚⬚ . ⬚⬚

19 Employee's current Tax Code

⬚⬚⬚⬚

20 If known, what was the employee's total gross pay for the previous tax year?

£ ⬚⬚⬚⬚⬚⬚⬚ . ⬚⬚

21 Has this employee had periods of absence during this current tax year?

ⓘ Do not include holidays when normal pay is received.

☒ Yes ☒ No ➔ go to Question 24

22 If Yes, please give dates of absence in this tax year

ⓘ Please use a separate sheet for more details, if required.

from
DAY ⬚⬚ MONTH ⬚⬚ YEAR ⬚⬚⬚⬚

to
DAY ⬚⬚ MONTH ⬚⬚ YEAR ⬚⬚⬚⬚

from
DAY ⬚⬚ MONTH ⬚⬚ YEAR ⬚⬚⬚⬚

to
DAY ⬚⬚ MONTH ⬚⬚ YEAR ⬚⬚⬚⬚

23 Does this employee receive full pay when off sick?

☒ Yes ➔ go to Question 25 ☒ No

24 If the employee has been on sick leave, and not receiving full pay, give details of how much they received

£ ⬚⬚⬚⬚⬚⬚⬚ . ⬚⬚

25 Does this employee contribute to a pension fund or superannuation scheme?

☒ Yes ☒ No ➔ go to Question 28

26 If Yes, how much is each contribution?

£ ⬚⬚⬚⬚⬚⬚⬚ . ⬚⬚

27 How is the contribution calculated?

ⓘ For example, percentage of total pay, or the part subject to National Insurance.

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

28 What type of the National Insurance contributions are paid by the employee?

☒ Standard ☒ Contracted-out rate

☒ Reduced rate ☒ None

29 Give the amount of each contribution.

£ ⬚⬚⬚⬚⬚⬚⬚ . ⬚⬚

SECTION B THE EMPLOYER

1 Please give details about you, the employer

EMPLOYER'S NAME ⬚

STREET ⬚

TOWN ⬚

COUNTY ⬚

COUNTRY ⬚

POSTCODE ⬚⬚⬚⬚ ⬚⬚⬚⬚

2 Please provide details for a contact within the organisation, e.g. the Personnel Officer

CONTACT NAME ⬚

POSITION ⬚

TELEPHONE ⬚

Signed for/on behalf of employer

🖊 ⬚

Date
DAY ⬚⬚ MONTH ⬚⬚ YEAR ⬚⬚⬚⬚

ⓘ Please now return this form to your employee. Thank you for your assistance.