

**Private Unemployment or Department for Work and Pensions certificate
Confirmation of benefits**

Your name and address



Pennyfarthing House
18 Pennyfarthing Street
Salisbury
Wiltshire SP1 1HJ

National Insurance number

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Your signature

Date of birth

Date

/ /

If you cannot send us proof of any of the benefits you receive, please send this form to your Benefits Agency or Jobcentre for them to fill in. Then send it back to us straight away.

To the Benefits Agency or Jobcentre

Please help the person named above by giving details of their benefits.
Thank you for your help.

Type of benefit	Date it started	Date it ended	Weekly amount
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">£</div>
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">£</div>
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">£</div>
<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">/ /</div>	<div style="border: 1px solid black; padding: 5px;">£</div>

Benefits Agency or Jobcentre stamp and initials

Private Employer's certificate of gross earnings

Your name and address



Pennyfarthing House
18 Pennyfarthing Street
Salisbury
Wiltshire SP1 1HJ

Your job title

Your signature

Your work payroll number

Date

/ /

Once you have filled in the details above, please give this certificate to your employer. When he or she has filled it in, return it to us immediately.

To the employer - Please help your employee by giving us the following information and returning the certificate to your employee. Thank you for your help.

Please give details of your employee's earnings for the last five weeks or two months.

	Pay period ending	Hours worked	Pay inc. tax credit before tax reductions	SSP, SMP or tax credit	Income tax	National Insurance contributions	Superannuation or pension
1	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
2	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
3	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
4	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
5	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>
Total			£	£	£	£	£

Are these normal earnings? Yes No

If 'No', please say why not and tell us the normal amount before tax and deductions.

On average, how many hours do they work each week? Date of their last pay rise

/ /

Are these normal hours? Yes No Date of their next pay rise

/ /

Date they started working for you

/ /

 Employee's National Insurance number

Total pay from the start of tax year to the last week or month ending shown above.

How often do you pay your employee (for example, every week, every calendar month)?

How do you pay your employee (cash, cheque, direct debit and so on)?

Employer's name and address I confirm that the information given is true and correct Employer's signature _____ Position in business _____	Employer's stamp <div style="border: 1px solid black; height: 100px;"></div>
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