

Earnings from an Employer Form

If you are working for an employer we will need your most recent payslips:

- 2 if you are paid monthly
- 5 if you are weekly

If you have just started work or do not have any payslips please complete the certificate of earned income form below.

Alternatively, you can send your contract of employment or a statement from your employer stating:

- the date your employment started
- your wages
- how long the job is expected to last

Name		
Address		
Benefit claim number if known		
Name of employee		
How many hours do you work each week		
Date employment started		
Type of pay	Wages	Maternity pay
	Sick pay	Private pension
How often are you paid Please circle the relevant box or state below the frequency which you are paid	Weekly	Fortnightly
	Monthly	4 weekly

This page must be stamped in this box with your employers company stamp or be attached to a letter on your employers headed paper confirming the information provided is correct

Please complete the table below with details of your expected earnings if you have just started work, or details of your recent pay

Date of pay	Gross pay	Tax Paid	National insurance contributions	Pension contributions

Posting your original documents, along with this letter to; Benefits Department, Taberner House, Park Lane, Croydon, CR9 1BQ and I will send them back to you;

Bringing your original documents to Access Croydon in Taberner House, Park Lane, Croydon. We are open Monday to Friday, 8.30am to 4.45pm