

Certificate of Earned Income



We need proof that you earn the amount you say on your application form. We will accept your five most recent consecutive weekly payslips, three fortnightly payslips or two monthly payslips. If you are unable to provide the requested payslips, you must have this certificate completed by your employer.

Do not delay in returning the application form if this certificate cannot be completed by your employer immediately as it can be sent in at a later date.

If both you and your partner have jobs you must each ask each employer to complete a certificate of earned income.

Applicant's name: Address:

Occupation:Works/payroll number (if any):

Applicant's signature:

Note To Employer

The above-named has applied for benefit and in order to work out their entitlement, we need details of their earnings. Will you please help the applicant by supplying the information requested overleaf and return the completed form to the employee, or direct to the Benefit Section at the address shown.

Benefit Section, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

Tel: 01480 388308

Privacy Notice

Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to object** to us processing your personal data where you have an objection on "grounds relating to your particular situation".
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data within internal departments of the council, local partner authorities and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

To be completed by employer

National Insurance Number: Start date of employment:

Please indicate how often the employee is paid. If 'other' applies please give the period.

Weekly Fortnightly 4 Weekly Calendar Monthly Other (Please specify):

Please indicate the method of payment (e.g. cash, cheque or direct into bank/building society account):

Normal basic wage: £ Normal hours worked: Date of last pay increase:

Please provide earnings for the last 5 weekly, 3 fortnightly, or 2 monthly/4 weekly periods. Please include overtime, bonuses, SSP, SMP etc.

Pay Period Ending	Number of Hours Worked	Gross Pay	Income Tax	National Insurance Contributions	Occupational Pension/Super	Net Pay
Totals:						
Gross To Date Figures:						
Tax Week/Month For Gross To Date:			(If SSP or SMP is included in the gross pay, please indicate clearly which and how much)			

Name: Business Name: Tel:

Business Address:

I CONFIRM THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE

Signature:

Position in Company:

It is an offence under sections 111A and 112 the Social Security Administration Act 1992 to knowingly provide information which is false. Penalties for such offences include a maximum prison sentence of 7 years.

Please endorse with employer's stamp or attach letter of endorsement on official headed paper.