



Housing & Community Care

# Certificate of Earned Income

**Please return to:** Benefits Section, Housing & Community Care, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD  
 Telephone 01738 476049 • Text Phone 01738 442573

## To be Completed by Employee

Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_

Mobile \_\_\_\_\_

Employee/Works Number \_\_\_\_\_

Job Title \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Signature \_\_\_\_\_

## To be Completed by Employer

Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

I would be grateful if you could assist your employee by confirming the details above, provide the information requested below and return to the address at the top of this letter. If your records show a different National Insurance Number (NINO) to that shown above, please insert it here: \_\_\_\_\_

Please indicate how often the employee is paid. If *Other* applies, please state the period.

Weekly     Fortnightly     4-Weekly     Calendar Monthly

Other  \_\_\_\_\_

Start date of employment \_\_\_\_\_ Normal basic pay \_\_\_\_\_

End date of employment \_\_\_\_\_ Normal hours worked \_\_\_\_\_

Method of Payment (eg cash/cheque/direct into bank account) \_\_\_\_\_

Pay details for the last 5 weekly, 3 fortnightly, or 2 monthly/4 weekly periods (including overtime, bonus, SSP, SMP, etc)

Pay Period	Hours	Gross	Income Tax	Nat Ins Cont	Pension Costs	Net Pay

If Statutory Sick Pay or Maternity Pay is included in the gross pay above, please indicate clearly which and how much.

Please enter the Year to Date figures for the following:

Gross Pay	Income Tax	Nat Ins Cont

Employers Signature and Stamp \_\_\_\_\_

**For further information and guidance regarding Housing Benefit and Council Tax Reduction, please visit:  
[www.pkc.gov.uk/housing](http://www.pkc.gov.uk/housing)**

**How We Use Your Personal Information**  
 The information provided by you will be used by Perth & Kinross Council to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The information may be shared with other bodies responsible for auditing or administering public funds for these purposes.  
 The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.  
 For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 01738 477933.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.