



Finance and Corporate Resources

## Employer's Certificate of Earnings

You can complete this Employer's Certificate of Earnings form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to our Benefits and Revenue Service, PO Box 3591, Glasgow, G73 9ED or as an email attachment to [benefits@southlanarkshire.gov.uk](mailto:benefits@southlanarkshire.gov.uk). If you require help in completing the form please contact our call centre on 0303 123 1011. If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

### Using your personal information

We collect and hold information about you, and those in your household, to administer and award Housing Benefit, Council Tax Reduction and Discretionary Housing Payments. We will also use it to administer Council Tax.

We ask for your email address and phone number/s in case we need to contact you about your application.

### Your rights

You have the right to ask us to:

- tell you that we are using personal information about you, tell you what that information is and who we have shared it with. You can also ask us for a copy of the information we have about you. This is called the right of access.
- correct any wrong or misleading personal information that we have about you. This is called the right to rectification.
- stop using any or all of your personal information. This is called the right to object
- delete or destroy your personal information under certain circumstances. This is called the right to erasure.
- stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction.
- pass your personal information to someone else under certain circumstances. This is called the right to data portability.

For more information on how we use and handle your information and rights and how to exercise them or how to make a complaint you can ask for a copy of the council's explanation from our Data Protection officer by emailing [dp@southlanarkshire.gov.uk](mailto:dp@southlanarkshire.gov.uk) or see [www.southlanarkshire.gov.uk/privacy](http://www.southlanarkshire.gov.uk/privacy)

This certificate of earnings **must be completed by your employer** and returned to South Lanarkshire Council at the address above. The completed form can also be submitted electronically via our online [Housing Benefit/Council Tax Reduction, submission of evidence form](#) on our website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Section 1 – Personal details (to be completed by the employee)

**Name**

**Claim reference number**

**Address**

I authorise South Lanarkshire Council to contact my employer to verify information on this form.

**Signature**

**Date**

Section 2 – Employment details (to be completed by the employer)

**Employer's name**

**Employee's job title**

**Employer's address**

**Date employment started**

**Payroll number**

**Contracted hours per week**

**Normal basic pay**

**National Insurance number**

**Tax code**

**Date of next pay increase**

**Date of last pay increase**

**How often are they paid? Please tell us if weekly, fortnightly, four-weekly or every calendar month**

**Please enter the last 5 pay periods if the employee is paid weekly, 3 if the employee is paid fortnightly and 2 if the employee is paid 4-weekly or calendar monthly.**

**Please include any tips, bonuses, overtime, commission etc.**

Week/month ending	Date	Date	Date	Date	Date	Year to date
Total gross pay						
Taxable gross pay						
Tax						
NI contributions						
Employee pension contributions						
Net pay						
Hours worked						N/A

**If the employee has any deductions taken off their gross earnings, please detail these below:**

If any of the payments include Statutory Sick Pay, Maternity, Adoption or Paternity Pay, please complete the following:

Type of payment

When did it start?

How much are they paid

Is this employment for a fixed period? Please answer Yes or No. If yes, tell us when this will end

Section 3 – Declaration

I can confirm that the information given is true and complete and understand that giving incorrect information or withholding information is an offence which means you could prosecute me.

Print name

Signature

Position in company

Date

Company stamp

If you do not have a company stamp we can accept a signed business card or signed piece of letter headed paper. We cannot accept an Employer's Certificate of earnings without this verification.

The council has a statutory duty to manage public funds properly and may use the information which you have provided on this form for the prevention and detection of fraud. Information provided by you will be used to ensure that all sums due to the council are paid on time, for example by identifying persons who are non-payers of council tax and improving the uptake of benefits. This information may be shared with other bodies, including neighbouring councils, or bodies which are responsible for auditing or administering public funds.