

For the employee to fill in

Name: Claim reference:

Address:.....

.....

..... Employee number:

Job title:..... National Insurance number:

Letter to employer

Please provide the following information about your employee. This will help your employee to claim benefit.

For the employer to fill in

- 1 Date the employee started work at your company (and the date they left, if appropriate) / /
- 2 Are the wages paid: every week? every two weeks? every four weeks? every month?
- 3 Is he or she contracted out of the National Insurance scheme? Yes No
- 4 Has there been any pay rise during the last six months? Yes No
- 5 If 'Yes', please give the date of the pay rise / /
- 6 Please fill in the table for the last five payslips (if the employee is paid every week), three payslips (if the employee is paid every two weeks) or two payslips (if the employee is paid every month or four weeks).

	1	2	3	4	5
Date					
Tax code					
Tax week number					
Gross pay to date					
Hours worked					
Gross pay (before deductions)					
Working Tax Credit (from April 2003)					
Sick pay and so on					
Deductions – Tax					
– National Insurance					
– Pension scheme					
– Other					
Net pay (after deductions)					

If any bonuses or expenses are included in the gross pay or paid separately, please give details.

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Please give details of any other deductions.

- 7 If any holiday pay is included in the figures above, please give us the following details.

Period from / / to / / Amount: £.....

- 8 Will your employee's wages change in the future? Yes No
- 9 How are the wages paid? Direct to bank Cash Cheque

Signature:..... Position:.....

Print name:..... Company stamp:

Name and address:

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..... Phone: