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City of  
**NOTTINGHAM**

Nottingham City Council  
 Admail 3428  
 Nottingham NG1 4XX

Please send the filled-in form to the address above.

# Proof of Income

If you, your partner or any other adult who normally lives with you is unable to provide the required number of payslips, please use this form.

Please fill in your full name, address, postcode and occupation and ask your employer to fill in the other details below.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Occupation: \_\_\_\_\_

Case Reference Number \_\_\_\_\_

### For the employer:

Please help your employee by giving **all the information** we have asked for below as soon as possible. Please give details of the hours they have worked for the last 5 consecutive weeks or 2 consecutive months.

Gross pay should include all bonus payments and commission. If the gross pay includes an allowance for necessary expenses, such as protective clothing or tools, please give details in the space below.

Employee Pay No. or Payroll number:  National Insurance number:

How do you pay them? Cash  Cheque  Into an account  Account Ref.  Other

How often do you pay them? Weekly  Fortnightly  Monthly  Every four weeks  Other

Payment date	Hours worked	Gross Pay	Gross Pay to Date	Income Tax This Period	Income Tax Year To Date	National Insurance This Period	National Insurance Year to Date	Superannuation Personal Pension	Nett Pay

Taxable pay this year: £  Period start date:  /  /  Period end date:  /  /

Details of necessary expenses:

Date their employment started:  /  /  Date employment due to finish:  /  /

How many hours do they usually work?  Are any Tax credits included?   
 If Yes, how much £

Date of last pay rise:  /  /  Date of next pay rise:  /  /

Print name: \_\_\_\_\_ Position in firm: \_\_\_\_\_  
 Business name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 As far as I know, the information I have given on this form is correct and complete. I understand that if I give incorrect or incomplete information I might be prosecuted.  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's stamp  
 (If there is no official stamp, please provide a supporting letter on headed paper)