



HBRef:

Please confirm method of payment (e.g. BACS, cash, etc.):

Contracted hours week / month\*

Normal hours worked week / month\*

Are the above wages a true reflection of your employee's average weekly wage for the year to date?

Please tick      Yes                     No   

If you have ticked 'No' please state why

Total gross pay to date:	£
Total Income Tax to date:	£
Total National Insurance to date:	£
Total Superannuation / Pension to date:	£
Tax week / month:	
Date of last wage increase:	
Date of next wage increase:	
Date S.S.P. / S.M.P. started:	

Employers Signature	
Name	
Position	
Date	

**I confirm that all the information given is true and complete.**  
*Please endorse with Business's  
 Authorisation Stamp.*

Contact Telephone Number:

*\*Delete as appropriate**The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.*