

## HOUSING BENEFIT-CERTIFICATE OF EARNINGS

### To the claimant

Please enter only your name and address below do NOT complete any other details. You should then give the Certificate to your employer who will send it directly to the Housing Benefit office after completion.

If you receive childcare vouchers or use salary sacrifice as part of a scheme managed by your employer or a similar scheme by HMRC, you must always submit payslips from your employer as evidence of your earnings.

Your name	
Your address	
	Post Code

### To the employer

Once completed this Certificate **must** be returned directly to the Housing Executive (addresses on reverse). Please do NOT give it back to your employee.

### Details of earnings and deductions

We need details of earnings and deductions for tax, National Insurance and pension contributions for the last 5 weeks, 3 fortnights or 2 months depending on when your employee is paid. You should include tips, bonuses and overtime if appropriate.

PERIOD ENDED DATE	GROSS PAYMENTS		DEDUCTIONS			NIHE USE ONLY
	THIS PERIOD	YEAR TO DATE	TAX	N. INS	PENSION	

Employee's National Insurance Number									
Employee's staff number (if any)									
Number of hours worked per week									
Are the above figures estimated	YES				NO				
Date employee started work with you									
Date of last pay increase									
If known date of next pay increase									
METHOD OF PAYMENT(TICK BOX)	FREQUENCY OF PAYMENT (TICK BOX)								
Cash					Week				
Cheque					Fortnight				
Bank account credit					Month				

Please turn over the page

Employer's Name	
Employer's Address	
Contact name	
Contact Number	
E-mail address	
Are you related to the employee	
<i>If yes give details</i>	
Employer's signature	
Date completed	

Official stamp
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Thank you for your help please now return this certificate to the Housing Benefit office dealing with the area where your employee lives, the addresses are shown below.

### Data Protection

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and the Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website [www.nihe.gov.uk/privacy\\_notice](http://www.nihe.gov.uk/privacy_notice) or we can post or email a copy to you.

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED
Twickenham House, Mount Street, BALLYMENA BT43 6BP	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle
4th Floor Housing Centre, 2 Adelaide Street BELFAST BT2 8PB	Belfast
Marlborough House, Central Way, CRAIGAVON BT64 1AJ	Armagh Banbridge, Craigavon, Newry and Mourne
Richmond Chambers, The Diamond, LONDONDERRY BT48 6QP	Derry, Limavady, Magherafelt, Strabane
Strangford House, 28 Court Street, NEWTOWNARDS BT23 7NX	Ards, Bangor, Castlereagh, Downpatrick
MacAllister House, Woodside Avenue, Omagh BT79 7BP	Cookstown, Dungannon, Fermanagh, Omagh
29 Antrim Street, Lisburn BT28 3AU	Housing Benefit Recovery Office