

Earnings from work form

Section 1 – For you to complete and sign

Name												
Address												
Your National Insurance Number											Your employee or work number	
Your occupation												
Your signature												

Section 2 – Now take this form to your employer to fill in Part A and B

Part A

Date your employee started work		How many hours do they work each week?	
Date of last pay increase		Date of next pay increase	

We need to see details of your employee's earnings for at least the last five weeks. This means the last five weekly, three fortnightly, or two monthly payments.

Week or month ending	Gross pay	Tax	National Insurance	Work pension	Number of hours worked
Year to date					

Part B

Please tell us here what your employee's normal wages are likely to be

Payment method e.g. BACS, Cash	Gross pay	Tax	National Insurance	Work pension	Number of hours worked

Declaration

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

Sign and Print name:

Company stamp, address and telephone

Position held:

Date:

Please return this form to your employee or direct to Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS



Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.

