



# Salary Certificate

Please fill out this form as completely as possible. This will help to save time in processing your employees mortgage application. Many thanks.

**Company name** .....

## Employment details

Name of employee ..... Is employee on probation period? **yes**  **no**   
 if yes please state your terms of probation .....

Address of employee ..... Is he/she subject to a salary scale? **yes**  **no**   
 .....

Length of service with the company **years** ..... **months** ..... If so, what is the maximum of such scale and by what annual increments reached? .....

Position held within the company ..... As far as you are aware will he/she continue in your service .....

The exact location of employment ..... Date of commencement of employment? \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff work number .....

RSI number .....

Is Employed  
 permanent  
 pensionable  
 temporary  
 fixed contract

If on a contract what is the terms of Contract  
 (is the contract renewable, if renewable, please state terms)

## Salary details

	per annum	guarantee	regular	irregular
Gross basic wage/salary .....	per annum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overtime (annual average over 3 years) .....	per annum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bonus (annual average over 3 years) .....	per annum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commission (annual average over 3 years) .....	per annum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other income* .....	per annum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Please give details of other income .....				
.....				
.....				

## This section is to be completed by an authorised company official

Signed by .....

Position .....

Address .....

.....

Tel. No. ....

Nature of business .....

Date .....

*The bank/building society/lender may contact the authorised official for confirmation of the details supplied* Please authenticate with company stamp or seal

THE INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE

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