



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

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This section is to be completed by an authorised company official

Signed by

Position

Address

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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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