

# A Guide to Our Payslip Requirements

Figures are for illustrative purposes

Employee Number	Employee		Pay Date	Tax Period	National Insurance	Salary <sup>3</sup>
1234	<sup>1</sup> John Sample		31.05.2016 <sup>2</sup>	2	AB 12 34 56 C	£39,999.96
Payments	Units	Rate	Amount	Deductions		Amount
<sup>5</sup> Basic Pay <sup>4</sup>	35	95.24	3333.33	Income Tax <sup>6</sup>		350
Overtime	10	100	1000	National Insurance		120
				Student Loan		65
John Sample Example Street <sup>7</sup> Example City AB1 2CD	Totals for this period			Totals YTD		
	Total Payments		4333.33	Taxable Gross Pay <sup>9</sup>		6666.66
	Total Deductions		535	Income Tax		700
	ABC Company LTD <sup>8</sup>			National Insurance		130
				Net Pay <sup>10</sup>		<b>£37983.33</b>

<sup>1</sup> Name must match the name on the application. If the name is shown on the detachable part of the payslip, a copy of this must be provided.

<sup>2</sup> Payslip must show the pay date and tax period. The payslips must be the three most recent.

<sup>3</sup> The salary should match the application form, if any additional is being used this should not be included in the salary figure.

<sup>4</sup> Payslips must show the basic income.

<sup>5</sup> Overtime, bonus and commission should be included in the relevant sections of the application, if this is needed for affordability. For periodic bonuses we require a P60 or payslip showing the bonus.

<sup>6</sup> Relevant deductions, including childcare vouchers, bike to work etc must be included in the deductions section of the application. Student loans and travel loans must be added as a commitment. If there is any sick or maternity pay showing, we may request an employment reference.

<sup>7</sup> Some payslips show the applicant's address, if this differs to the application then we may request an explanation regarding this.

<sup>8</sup> The full payslip, including any detachable part must show the employers name; this must also match the application form.

<sup>9</sup> All payslips must show gross pay and year to date figures.

<sup>10</sup> Payslips must show net pay; this must correspond to the date of the bank statement you provide.