

A Guide to Our Payslip Requirements

Figures are for illustrative purposes

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

- ¹ 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.
- ² Payslip must show the pay date and tax period. The payslips must be the three most recent.
- ³ The salary should match the application form, if any additional is being used this should not be included in the salary figure.
- ⁴ Payslips must show the basic income.
- ⁵ 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.

- ⁶ 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.
- ⁷ Some payslips show the applicant's address, if this differs to the application then we may request an explanation regarding this.
- ⁸ The full payslip, including any detachable part must show the employers name; this must also match the application form.
- ⁹ All payslips must show gross pay and year to date figures.
- ¹⁰ Payslips must show net pay; this must correspond to the date of the bank statement you provide.