



We have many ways we can communicate with you

If you would like braille, British Sign Language, email, a hearing loop, translations, large print, audio or something else please call us on **0800 171 2345** or textphone **18001 0800 171 2345** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on **www.gov.uk**

About this form

Please use this form to tell us about your gross earned income. This is your income **before** Income Tax and National Insurance are taken away, but **after** occupational or personal pension scheme contributions are made from your salary.

The information you give us about your gross earned income will help us to work out your child maintenance payments.

We are asking you to do this because:

- your gross income details for the latest available tax year were not given to HM Revenue & Customs (HMRC) by you, your employer or another third party such as an accountant; **or**
- you receive benefits and qualify to pay the Flat rate of maintenance and a variation application has been made on the grounds that you have at least £100 a week in additional 'earned' income; **or**
- you (or the receiving parent) have told us that your current gross weekly income is at least **25 percent different** from the amount given to HMRC by you, your employer or another third party such as an accountant.

About you

01	Title Mr, Mrs, Miss, Ms, or other.
02	First name
03	Surname
04	Address Postcode

05	A phone number we can contact you on Include the area code
06	Client reference number
07	Date of birth DD/MM/YYYY
08	Are you: ☐ Employed? ☐ Self-employed? ☐ Unemployed?

About your employer or company

If you are self-employed, please tell us the name of your company.

If you are employed please give us information about your employer.

If you are self-employed and employed please give us information about your employer and your company.

If you are a director of a company, please include your PAYE earnings as part of your total gross earnings at **Question 21**.

Employer or company 1	
09	Employer or company name
10	Address Postcode
11	Phone number Include the area code
12	Fax number Include the area code
13	What date did you start this job? DD/MM/YYYY
14	Is this a zero-hour contract? ☐ No ☐ Yes

Employer or company 2	
15	Employer or company name
16	Address Postcode
17	Phone number Include the area code
18	Fax number Include the area code
19	What date did you start this job? DD/MM/YYYY
20	Is this a zero-hour contract? ☐ No ☐ Yes

About your earnings

21 Please provide details of gross income

£

If you have entered zero, please can you explain how you will support yourself financially.

If you were previously employed, please provide the date you left your employment.

DD/MM/YYYY

If you were previously self-employed and ceased trading, go to **Question 31**.

22 How often do you get paid?

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other

Please specify

23 When did you start earning this amount?

DD/MM/YYYY

24 What date will you first be paid at this amount?

DD/MM/YYYY

25 Do you earn any money through commission, bonuses, or extra hours including overtime on top of your contracted pay?

- ☐ No, go to Question 26
☐ Yes

25a. Do you get commission?

- ☐ No, go to Question 25b
☐ Yes

How often do you get your commission?

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other

Please specify

How much commission have you been paid in the last 12 months?

£

Please provide evidence of these payments

25b. Did you get a bonus payment in the last 12 months?

- ☐ No, go to Question 25c
☐ Yes

About your earnings continued

How often do you get your bonus payments?

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other

Please specify

How much bonus have you been paid in the last 12 months?

£

When were these payments made?

Please provide evidence of these payments.

25c. Are you paid for extra hours worked?

- ☐ No
☐ Yes

How often are you paid for working extra hours?

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other

Please specify

26 If your wages fluctuate for any other reason than those given in question 25, please provide full details below.

27 If you are reporting a change to your gross income, is this change likely to last at least 12 weeks?

- ☐ No
☐ Yes

If No, please explain in the following box why this change will not last 12 weeks.

About your earnings continued

28

Are you paid in a currency other than pounds sterling?

☐ No

☐ Yes

Are you aware of any costs you incur in converting a payment or payments into sterling?

☐ No

☐ Yes

Please give more information about these costs.

29

Do you receive any benefits in kind, normally included on a P11d? For example, company car allowances.

☐ No

☐ Yes

What is the total value of these benefits?

£

Please provide a breakdown of the benefits.

About your self-employment

30 Are you newly self-employed?

By newly self-employed we mean you have been trading as a self-employed person but have not yet submitted a self-assessment tax return.

☐ No

☐ Yes

What date did your self-employment start?

DD/MM/YYYY

Is the end of your current accounting period 5 April?

☐ No

☐ Yes

If no please provide the date.

DD/MM/YYYY

What is the expected turnover for this period?

£

What are the expected business expenses for this period?

£

What is the expected net profit or loss for this period?

£

31 Has your self-employed business ceased trading?

☐ No. **Go to About Pensions**

☐ Yes

If your self-employed income has changed, but the business is still trading, you will need to provide your last full self-assessment to confirm the change.

When did your business cease trading?

DD/MM/YYYY

Have you any other means of income?

☐ No.

How will you be supporting yourself?

Please give more information in the following box.

☐ Yes.

Please give more information in the following box.

Declaration for ceased self-employment:

I confirm my self-employed business is no longer trading as per the information provided and I will no longer receive an income on a self-employed basis.

☐ Please tick to confirm this change.

About pensions

32 Do you make payments into a private pension scheme?

☐ No

☐ Yes

Please give more information about these costs in the box that follows.

Tell us how much you pay and how often the payments are made.

Please also send us evidence of these payments, such as an annual statement from the pension provider.

33 Do you make payments into an occupational pension scheme?

☐ No

☐ Yes

Please give more information about these costs in the box that follows.

Tell us how much you pay and how often the payments are made.

Please also send us evidence of these payments, such as wage slips. Go to the section **The evidence we need** to find out how many wage slips we need.

The evidence we need

If you are employed

We need to see your most recent wage slips in order to confirm the information you have told us in this form.

If you do not have your most recent wage slips, please call us by using the telephone number on any letter we have sent to you.

We can only accept original copies and the number of wage slips you need to send us depends on how often you get paid:

If you are paid:

- **Weekly**, we need **5 wage slips**
- **Fortnightly**, we need **3 wage slips**
- **Four-weekly**, we need **2 wage slips**
- **Monthly**, we need **2 wage slips**

The wage slips you send us must follow each other continuously.

If you are not able to send the number of wage slips required because the change to your income has only just happened, you may send us a letter of contract from your employer, or one wage slip as evidence of the relevant change.

However, we will verify the reported change with your employer or payroll department.

We will only accept bank statements as evidence of your income in exceptional circumstances.

If you are self-employed

If you own your own business, we usually ask for your most recent self-assessment tax return.

If your income has changed within your accounting period, we do not need to know about this until you have submitted your self-assessment tax return to HMRC.

Declaration

Please return the completed and signed form to us along with any other information we have asked for.

You can use the envelope we have sent you to do this.

Please write your client reference number on any additional sheets or evidence you send us.

If you send us original copies of documents, we will return them to you.

We are asking for information under child support law

Under child support law it is a criminal offence if anyone required to provide information:

- fails to provide such information when requested to do so, without reasonable excuse, **or**
- provides information, or knowingly causes or allows information to be provided, that they know to be false.

If a court finds you guilty of the criminal offence outlined above, you can be fined up to £1,000.

The information I have given on this form is correct and complete.

Signature

Print your name here

Date

DD/MM/YYYY

