

Complete this form and send to:-

**DST-NWSSP-SAS**  
**Cwmbran House**  
**Mamhilad Park Estate**  
**Pontypool**  
**NP4 0XS**



**GIG**  
CYMRU  
**NHS**  
WALES

Partneriaeth  
Cydwasaethau  
Gwasanaethau Dyfarniadau Myfyrwyr

Shared Services  
Partnership  
Student Awards Services

## CERTIFICATE OF INCOME FROM EMPLOYMENT

**FORM CP**

Please read this form carefully.

If you do not have Form P60 or March payslip, please complete Part 1 of this form and ask your employer to complete Part 2 to confirm your income for the most recent financial year ending 5 April.

### Part 1

Student's reference number

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Name of student

Name of parent/spouse/  
partner/civil partner

Address

Payroll number

### Part 2 – to be completed by the employer

Please complete this part of the form and return it to your employee.

Name of employee:

Amounts detailed below are for the financial year ending 5 April  (enter year).

**Include employee pension contributions, statutory sick pay and overtime in gross pay.**

Gross pay

£
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Other taxable income or bonus

£
---

Pay for previous employment

£
---

Benefits in Kind, eg car, fuel,  
Medical insurance

£
---

**TOTAL**

£
---

Employee pension contributions

£

National insurance contributions

£

Income tax

£

Tax code

I declare that:-

- the information given on this form is complete and accurate; and
- I am authorised to provide the details of earnings for the employee named above for the financial year ending 5 April  (enter year) on behalf of the employer.

Company stamp

If no company stamp, please provide letter headed paper/compliment slip

Name of employer

Signed for employer

Date