

Certificate of Income



Loan Account Number

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Private & confidential

The information received will be treated as confidential and only for use by Haven and its subsidiaries.

Please complete in Block capitals and use black pen to complete. On completion, please give this Certificate to your employee who should then include it with their Loan application.

Name of Employee			
PPS:			
Job Description			
Name of Company/Organisation			
Business Registered Address			
Location/Address of Employment			
Does the employee's current role allow for remote working	Yes	No	
Date Employment Commenced			
Is Employment	Permanent	Contract	
If Contract, term of contract	Expiry Date		
Is Employment full time/part time			
Currently on Probation	Yes	No	Date Probation Ends
Currency of Salary	EUR	GBP	USD Other (please specify)

	Current		Guaranteed	
Annual Basic	Yes	No	Yes	No
Annual Car Allowance	Yes	No	Yes	No
Annual Shift Allowance	Yes	No	Yes	No
Overtime Actual/Estimated	Yes	No	Yes	No
Annual Bonus	Yes	No	Yes	No
Annual Commission	Yes	No	Yes	No
Other (please specify)	Yes	No	Yes	No

Where non guaranteed income is part of remuneration structure please complete the below table.			
	Last Year	2 Years Ago	3 Years Ago
Annual Total Guaranteed Income	€	€	€
Annual Total non-Guaranteed Income	€	€	€

*If the income is performance related, made up of any non-basic (e.g. shift /overtime etc.) or contract income, we require 3 years most recent statement of earnings e.g. Employment Detail Summary, (formerly P60).

Payment frequency			
Is Employee Subject to Salary Scale	Yes	No	If YES Please State Maximum €
Is Employment Pensionable?	Yes	No	Monthly Pension/Levy Deduction €

Signature*	
I certify that the above information is correct.	
BLOCK CAPITALS	
Phone Number	
Extension	
Position Held	
Date Signed	

Company Stamp

If company stamp is not available please provide a short letter on official company headed paper confirming no company stamp available and salary cert details are correct. Both letter and salary cert should be signed by the same individual.

Declaration (to be signed by applicant)

I hereby give my consent to Haven to contact my employer directly in connection with the income figures and employment details submitted.

Employee Signature	
Print Name	
Date	