

# 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	<input type="checkbox"/>	No <input type="checkbox"/>
Date Employment Commenced			
Is Employment	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>	
If Contract, term of contract	Expiry Date		
Is Employment full time/part time			
Currently on Probation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Probation Ends <input type="text"/>
Currency of Salary	EUR <input type="checkbox"/>	GBP <input type="checkbox"/>	USD <input type="checkbox"/> Other (please specify) <input type="text"/>

	Current		Guaranteed	
Annual Basic	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Car Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Shift Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Overtime Actual/Estimated	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Bonus	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Commission	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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	€ <input type="text"/>	€ <input type="text"/>	€ <input type="text"/>
Annual Total non-Guaranteed Income	€ <input type="text"/>	€ <input type="text"/>	€ <input type="text"/>

\*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 <input type="checkbox"/>	No <input type="checkbox"/>	If YES Please State Maximum € <input type="text"/>
Is Employment Pensionable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Monthly Pension/Levy Deduction € <input type="text"/>

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	