



Payslip verification

Employed applicants will need to provide the most recent payslip to verify their income is at the level claimed, for each of the income types claimed.

Acceptable

- ▶ Original printed payslips
- ▶ Online payslips

Validity

In order for us to confirm that the payslip is genuine and reliable, it will need to feature all the items listed below:

- ▶ Employer's name
- ▶ Applicant's name
- ▶ Applicant's National Insurance Number – this must match the application
- ▶ Date or period covered – payslips must be the most recent available
- ▶ Year to date income total

Unacceptable

- ▶ Screenshots of payslips
- ▶ Handwritten payslips
- ▶ Poor quality printing or scanning

Requirements

Payslips will be required to verify income claimed. The most common requirements are:

Most recent months payslip

- ▶ Wages
- ▶ Monthly bonus
- ▶ Monthly commission
- ▶ London/regional weighting
- ▶ Shift allowance
- ▶ Overtime
- ▶ Second income
- ▶ Unsociable hours/shift work payment

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