

# A guide to our payslip requirements

## Other types of income

Details and guidance on how to treat other income types, as well as an unacceptable income list, can be found by visiting the web address at the bottom of the page.

Employee No.	Employee		Pay Date <sup>4</sup>	Tax Period	National Insurance No.	Annual Salary <sup>5</sup>
321	<sup>1</sup> Anne Sample		28.02.2014	11	DC 32 ** ** B	£25,597.80
Payments	Units	Rate	Amount	Deductions		Amount
<sup>6</sup> Basic Pay	98.00	13.68	1341.10	Income Tax		237.80
<sup>7</sup> Overtime	8.25	13.68	112.89	National Insurance		119.47
Shift Allowance	15.00	6.60	99.00	Personal Pension		187.13
London Allowance	98.00	5.92	580.16	Childcare vouchers <sup>11</sup>		243.00
<sup>8</sup> Bonus	12.00	10.00	120.00			
<sup>3</sup> Anne N Sample Example Street Example City AA1 2BB <sup>9</sup>		<b>Totals for this period</b>		<b>Totals YTD</b>		
		Total Payments	2,253.15	Taxable Gross Pay <sup>12</sup>		4,215.09
		Total Deductions	787.40	Income Tax		475.62
				National Insurance		234.02
<b>AAA Company Ltd <sup>2</sup></b>				<b>Net Pay <sup>10</sup></b>		<b>£1,345.75</b>

If there's any additional information you can provide to help progress your case, this can be added to the notes section of NFI Online/MTE

- <sup>1</sup> Name must match the name on the application. **If the name is only on the detachable part of the payslip, a copy of the detachable part must also be supplied.** Online payslips are acceptable.
- <sup>2</sup> The full payslip, including any detachable part or cover sheet, must show the employer's name which must match the application. If the employer's name is not on the payslip and not on any bank statement where one is required please provide the latest P60.
- <sup>3</sup> Where a middle name is present, ensure this is entered on the application at the time the Decision in Principle is completed.
- <sup>4</sup> Payslips must show the pay date and tax period and be the latest payslip at the time of application.
- <sup>5</sup> Annual salary (where displayed) should match the application form. If additional basic income eg Shift Allowance, is being used then this would be in addition to the annualised figure shown.
- <sup>6</sup> Payslips must show the basic income. For basic income, you only need to provide the most recent payslip.
- <sup>7</sup> Bonus, overtime and commission should be included in the relevant sections of the application, where the customer chooses to utilise this for affordability. For any income not labelled as

bonus, overtime or commission, please visit our website using the link at the bottom of this guide.

- <sup>8</sup> If you're including bonus, overtime or commission, the number of payslips will depend on the frequency of the payment:
  - For monthly/4 weekly pay – the latest 3 payslips
  - For weekly pay – the latest 8 payslips
  - For quarterly bonus or commission – the last 3 consecutive quarterly payslips which include the payment
  - For annual bonus or commission – the last 2 consecutive annual payslips which include the payment.

**NB: We don't accept a P60 as proof of bonus, overtime or commission.**

- <sup>9</sup> Where an address is present it must match the application. If for any reason it doesn't we may request an explanation/ further information.
- <sup>10</sup> Payslips must show net pay.
- <sup>11</sup> Relevant deductions, including childcare vouchers and student loans, should be included as commitments on the application. Pension contributions aren't counted as a commitment, so please don't include these.
- <sup>12</sup> Payslips must show gross pay.

**All figures used are for illustrative purposes only**

For more information about our income criteria, visit: [nationwide-intermediary.co.uk/income](http://nationwide-intermediary.co.uk/income)

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