



# Income Guide

Please seek income evidence in the order listed.

For mortgage intermediaries and other professional use only.

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Additional Duty Hours (ADH)*</b>	Yes	Other	Additional Duty Hours	100% (100% used if guaranteed. 60% used if non-guaranteed)	Latest 3 months payslips (last 6 where paid fortnightly or last 12 where paid weekly) <b>OR</b> Employers Reference
<b>Adoption Allowance</b>	Yes	Other	Adoption Allowance	100% (60% used)	Latest Bank Statement <b>OR</b> Latest Benefit Award Letter dated within the last 12 months
<b>Basic Salary</b>	Yes	Main	Basic Salary (gross)	100%	Latest payslip For applicants paid monthly or 4 weekly, the latest payslip must be dated within 6 weeks of the date of the full mortgage application. For customers paid weekly or fortnightly the payslip must be the latest or previous payslip, at the date of the full mortgage application <b>OR</b> Employers Reference
<b>Bonus</b>	Yes	Main	Bonus	100% (60% used)	Calculate total income received: Latest 3 payslips if paid monthly, latest 6 payslips if paid weekly or fortnightly Latest 4 payslips showing the quarterly bonuses are required if paid quarterly Latest 2 payslips showing the half yearly bonuses are required if paid half yearly Latest payslip showing the annual bonus is required if paid annually (must be within the last 12 months) <b>OR</b> Employers Reference
<b>Bursary</b>	Yes	Other	Bursary	100% (60% used)	Letter of Confirmation from Payer

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<b>Child Benefit</b>	Yes	Other	Child Benefit	100% (60% used)  (0% if individual applicant earns more than £80,000)	Proof of entitlement to child benefit document (accessed by the applicant through the <b>Gov.uk</b> website) <b>OR</b> Latest Bank Statement <b>OR</b> Latest Benefit Award Letter dated within the last 12 months
<b>Child Tax Credit</b>	No	-	-	-	-
<b>CIS Contractor</b>	Yes	Main	See evidence required	100%	Treat as self employed (unless employer deducts full PAYE tax and National Insurance contributions in which case treat as fixed term contractor)
<b>Commission/tips/gratuities/tronc payments</b>	Yes	Main	Commission	100% (60% used)	Latest 3 payslips if paid monthly, latest 6 payslips if paid weekly or fortnightly  Latest 4 payslips showing the quarterly commission are required if paid quarterly. Calculate total income received  Latest 2 payslips showing the half yearly commission are required if paid half yearly. Calculate total income received <b>OR</b> Employers Reference
<b>Day Rate Contractors</b>	Yes	Main	Employed or self employed as per contract type	100%	12 months contract history (future contract if less than 3 months remaining). If on a rolling contract we require a letter from employer/agency confirming contract is still valid
<b>Disability Allowances – Not universal credit</b> <ul style="list-style-type: none"> <li>• Attendance Allowance (AA)</li> <li>• Carers Allowance (CA)</li> <li>• Constant Attendance Allowance (CAA)</li> <li>• Disability Living Allowance (DLA)</li> <li>• Employment &amp; Support Allowance (ESA)</li> <li>• Industrial Injuries Disablement Benefit (IIDB)</li> <li>• Personal Independence Payment (PIP)</li> </ul> <b>Scotland only:</b> Adult Disability Payment (ADP) Child Disability Payment (CDP)	Yes	Other	Disability Allowances Not UC (inc. AA, ADP, CA, CAA, CDP, DLA, ESA, IIDB, PIP)	100% (60% used)	Latest Bank Statement <b>OR</b> Latest Benefit Award Letter

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Employed by/Partner of PLC or LLP -</b> Irrespective of share holding - Basic PAYE or drawings (treat as self employed)	Yes	Main	Net Profit	100%	Latest 2 years Tax Calculations and Latest 2 years Tax Year Overviews <b>OR</b> Accountants Reference
<b>Employed in a Family Business</b> If less than 25% invested interest (Treat as employed)	Yes	Main	Basic Salary (gross)	100%	Latest payslip and corresponding bank statement
<b>Employed in a Family Business</b> Equal to or greater than 25% invested interest (Treat as self employed)	Yes	Main	Net Profit	100%	Latest 2 years Tax Calculations and Latest 2 years Tax Year Overviews <b>OR</b> Last 2 years finalised accounts signed off by accountant
<b>Fixed/Short/Temporary Contracts</b> If Company Paying Tax (including CIS Contractors where employer deducts full PAYE tax and National Insurance contributions)	Yes	Main	Key as shown on payslip	100%	Latest payslip, (this applies whether the applicant is paid weekly or monthly) and evidence of at least 12 months contract history evidencing no gaps exceeding 6 weeks with at least 3 months remaining. Where the contract shows less than 3 months remaining a future contract must be provided showing a minimum of 3 months future employment
<b>Fixed/Short/Temporary Contracts</b> If Client Paying Tax	Yes	Main	Net Profit	100%	Latest 2 years Tax Calculations and Latest 2 years Tax Year Overviews <b>OR</b> Accountants Reference
<b>Fixed/Short/Temporary Contracts</b> inc. Subcontractors and Agency Workers	Yes	Main	Key as shown on payslip	100%	Latest payslip and 12 months contract history (future contract if less than 3 months remaining)
<b>Flexible Benefits</b>	Yes	Other	Colleague Flexible Benefit	100%	Latest payslip, (this applies whether the applicant is paid weekly or monthly) <b>OR</b> Employers Reference
<b>Flight Pay/Allowance*</b>	Yes	Other	Flight Pay Allowance	100% (100% used if guaranteed. 60% used if non-guaranteed)	Latest 3 months payslips (last 6 where paid fortnightly or last 12 where paid weekly)
<b>Foster Care Allowance</b> (We will only use the amount used for tax purposes as income, therefore if the customer does not pay tax this income cannot be used.)	Yes	Other	Foster Care Allowance	100% (60% used)	Latest 2 years Tax Calculations with latest 2 years corresponding Tax Year Overviews <b>OR</b> For more information follow this link: <a href="https://www.gov.uk/becoming-foster-parent/help-with-the-cost-of-fostering">https://www.gov.uk/becoming-foster-parent/help-with-the-cost-of-fostering</a>

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Guardian Allowance</b>	Yes	Other	Guardians Allowance	100% (60% used)	Latest Bank Statement <b>OR</b> Latest Benefit Award Letter dated within the last 12 months
<b>Holiday Pay</b>	Yes	Main	Basic Salary (gross)	100%	Latest payslip with annual salary present (this applies whether the applicant is paid weekly or monthly), unless you are unable to determine the level of holiday pay due to other benefits i.e. overtime/shift allowance. In this case 3 months payslips would be required <b>OR</b> Employers Reference
<b>Ltd Company – Director/Shareholder</b> receiving <b>Basic PAYE salary ONLY</b> less than 25% shareholding (Treat as employed)	Yes	Main	Key as shown on payslip	100%	Latest payslip For applicants paid monthly or 4 weekly, the latest payslip must be dated within 6 weeks of the date of the full mortgage application. For customers paid weekly or fortnightly the payslip must be the latest or previous payslip, at the date of the full mortgage application <b>OR</b> Employers Reference
<b>Ltd Company – Director/Shareholder –</b> Wanting to use <b>Basic PAYE salary ONLY</b> Equal to or greater than 25% shareholding (Treat as self employed)	Yes	Main	Salary	100%	Accountants Reference (Business year figures used, not the tax year)
<b>Ltd Company – Director/Shareholder –</b> Wanting to use <b>Basic PAYE salary + dividends ONLY</b> Irrespective of share holding (Treat as Self Employed)	Yes	Main	Salary and Dividends	100%	Accountants Reference (Business year figures used, not the tax year)
<b>Ltd Company – Director/Shareholder –</b> Wanting to use <b>Basic PAYE salary + Net Profits ONLY</b> Irrespective of share holding (Treat as Self Employed)	Yes <b>But we do not typically accept net profits</b>	Main	Salary	100%	Accountants Reference (Business year figures used, not the tax year)

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Maintenance</b>	Yes	Other	Maintenance	100% (60% used)	Latest 3 months bank statements <b>OR</b> Court Order <b>OR</b> Maintenance Assessment <b>OR</b> letter from Child Maintenance Services (CMS)
<b>Maternity/Paternity/Adoption Leave</b>	Yes	Main	Basic Salary (gross)	If returning on same terms, key salary prior to starting leave.  If returning on different terms, key expected income.  If not returning, income cannot be used.	Latest payslip received when working, if returning on same terms <b>OR</b> Employers Reference, if returning on different terms
<b>Mortgage Subsidy</b>	Yes	Other	Mortgage Subsidy	100% (60% used)	Latest payslip <b>OR</b> Employers Reference
<b>NHS Bank*</b>	Yes	Other	Nursing Bank	100% (100% used if guaranteed. 60% used if non-guaranteed)	Latest 3 months payslips (last 6 where paid fortnightly or last 12 where paid weekly) <b>OR</b> Employers Reference
<b>Other</b> (Includes Seasonal and Piecework)	No	-	-	-	-
<b>Overtime</b>	Yes	Main	Overtime	100% (60% used)	Latest 3 payslips if paid monthly, latest 6 payslips if paid weekly or fortnightly  Latest 4 payslips showing the quarterly overtime are required if paid quarterly. Calculate total income received  Latest 2 payslips showing the half yearly overtime are required if paid half yearly. Calculate total income received <b>OR</b> Employers Reference

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
Pension Credit	Yes	Other	Pension Credit	100%	Latest Bank Statement <b>OR</b> Latest Pension Statement
Pension - Private where the customer has less than 10 years until retirement (including company/occupation - Drawdown Pensions not Acceptable) Customer is already retired	Yes	Other	Pension Private - where the customer has less than 10 years until retirement	100%	<b>For anticipated pension income, please provide (must be dated in the last 12 months):</b> Private/Company Pension Forecast Statement <b>OR</b> Annuity Statement <b>If already in receipt of pension, please provide:</b> Latest payslip <b>OR</b> Latest Pension Statement/P60 <b>OR</b> Latest Bank Statement
Pension - Private where the customer has more than 10 years until retirement	Yes	Other	Pension Private - Where the customer has more than 10 years until retirement	£1	Payslip with monthly pension contribution to company or private scheme <b>OR</b> Private pension statement/screenshot showing pension lump sum balance (No requirement for forecast, but it is acceptable if showing on the document)
Pension - State	Yes	Other	Pension - State	100%	<b>For anticipated pension income, please provide:</b> State Pension Statement (obtained from <a href="http://www.gov.uk">www.gov.uk</a> ) <b>If already in receipt of pension, please provide:</b> Latest Bank Statement <b>OR</b> Latest Pension Statement
Pension - War Disablement	Yes	Other	Pension - War Disablement	100%	Latest Bank Statement <b>OR</b> Latest Pension Statement

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Pension - War Widower</b>	Yes	Other	Pension - War Widow(er)	100%	Latest Bank Statement <b>OR</b> Latest Pension Statement
<b>Probationary Contract</b>	Yes	Other	Basic Salary (gross)	100%	Latest payslip For applicants paid monthly or 4 weekly, the latest payslip must be dated within 6 weeks of the date of the full mortgage application. For customers paid weekly or fortnightly the payslip must be the latest or previous payslip, at the date of the full mortgage application <b>OR</b> Employers Reference
<b>Rental Income</b>	Yes	Other	Rental Income (keyed on Existing Mortgage page)	100%	<b>Property currently let</b> Either 3 month's bank statements <b>Intending to let existing property agent</b> Letter from letting agent confirming expected rental payment <b>OR</b> Tenancy agreement** <b>OR</b> Letter/invoice/statement from letting agent <b>OR</b> Letter from accountant or solicitor
<b>Savings/Investments/Trust Income</b>	No	-	-	-	-
<b>Scottish Child Payment (SCP) Scotland only</b>	Yes	Other	Child Benefit	100% (60% used)	Latest Bank Statement
<b>Self employed - Sole Trader</b>	Yes	Main	Net Profit	100%	Latest 2 years Tax Calculations and Latest 2 years Tax Year Overviews <b>OR</b> Accountants Reference
<b>Self employed/Share holding of a Non Ltd Company (i.e. Partnership) Taxable Income</b>	Yes	Main	Net Profit	100%	Latest 2 years Tax Calculations and Latest 2 years Tax Year Overviews <b>OR</b> Accountants Reference

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
<b>Shift Allowance*</b>	Yes	Other	Shift Allowance	100% (100% used if guaranteed. 60% used if non-guaranteed)	Latest 3 months payslips (last 6 where paid fortnightly or last 12 where paid weekly) <b>OR</b> Employers reference
<b>Stipend</b>	Yes	Other	Stipend	100% (60% used)	Letter of Confirmation from Payer
<b>Temporary (Includes Seasonal and Piecework)</b>	No	-	-	-	-
<b>Town, Area or Car Allowance</b> (excluding mileage). Including Large town, area allowance e.g. London weighting/cost of living supplement	Yes	Main	Location or Car Allowance	100%	Latest payslip <b>OR</b> Employers reference
<b>Universal Credit - Child Element / Children in Childcare</b>	Yes	Other	Universal Credit (Child Element / Children in Childcare)	100% (60% used)	Latest 3 months consecutive Universal Credit Payment Statements, and Last 3 months corresponding Bank Statements The completed and saved <b>Universal Credit Calculator</b> PDF results, with matching figures keyed in Mortgage Pro
<b>Universal Credit - Disability Element</b> • Carer's Element, • Disabled Child Element, • Severely Disabled Child Element, • Limited Capability for Work - Health Related Support (LCW), • Limited Capability for Work and Work Related Activity (LCWRA)	Yes	Other	Universal Credit (Disability Element)	100% (60% used)	Latest 3 months consecutive Universal Credit Payment Statements, and Last 3 months corresponding Bank Statements The completed and saved <b>Universal Credit Calculator</b> PDF results, with matching figures keyed in Mortgage Pro
<b>Universal Credit - Standard Allowance</b>	Yes	Other	Universal Credit (Standard Allowance)	100%	Latest 3 months consecutive Universal Credit Payment Statements, and Last 3 months corresponding Bank Statements The completed and saved <b>Universal Credit Calculator</b> PDF results, with matching figures keyed in Mortgage Pro
<b>Widowed Parent Allowance</b>	Yes	Other	Widowed Parent Allowance	100% (60% used)	Latest Bank Statement <b>OR</b> Latest Pension Statement
<b>Working Tax Credits</b>	No	-	-	-	-

Income Type	Accepted Income Yes/No	Main or other	Key under	Amount to key	Evidence Required
Zero Hours Contracts	Subject to Underwriter Review	Main	Key as shown on payslip	100%	Latest P60, the last 3 months payslips (6 if fortnightly, 12 if weekly) and 12 months contract history <b>OR</b> Employers Reference and Latest P60

\*Please note: For additional duty hours, flight allowance, NHS bank or shift allowance we will average the last 3 months payslips (last 6 where paid fortnightly or last 12 where paid weekly). Provided that each payment is within 10% of the average we will allow 100% of the income, otherwise we will allow 60%.

Example - Month 1 £95, Month 2 £100, Month 3 £105. Total income £300, average £100pm. As each payment is between £90 (10% below average) and £110 (10% above average) we can treat as guaranteed. If one of the payments was below £90 or above £110 we would treat as non guaranteed even if the total income across the 3 months was the same.

\*\*Scottish tenancy agreements cannot be used to evidence rental income as they have no fixed end dates.