



Date

Address of employer:

Mortgage Reference Number

Mortgages  
TSB Bank plc  
PO Box 453  
Building 12  
Mitcheldean  
GL14 9LR

Tel no: 0800 056 1088  
Email: [applicationsgeneral@tsb.co.uk](mailto:applicationsgeneral@tsb.co.uk)

Dear Sir/Madam,

Income and employment reference for:

Our customer has authorised me to contact you about their employment details.

Please complete and return it to the email address above, or alternatively you can return this via post to the above address.

The reference must be completed by someone from the company's HR/Payroll department, if the company does not have an HR/Payroll department then this must be completed by the owner of the business/Director.

Your company stamp must be added to the form. If you don't have a company stamp, please return the form along with a sheet of your company's headed paper. Any alterations must be clearly marked and initialled.

If you're unable to complete this form and wish to reply on your headed paper, then include all the information detailed on the form. In particular, please ensure that the reply:

- Is addressed to TSB Bank plc
- Confirms the customer's name and address
- Quotes the mortgage account number
- Quotes your telephone number
- States your VAT number where applicable
- Is signed, dated and quotes the name and position of the person providing the information

We may have to disclose this information to the applicant under the Data Protection Act. Your prompt reply would be appreciated.

Yours sincerely,

**Your TSB Mortgage Team**

**Enclosed** – Income and employment reference form

If you'd like this in another format such as large print, Braille or audio please ask in branch.

If you have a hearing or speech impairment you can call us using the Relay UK service. Type '18001' before entering our telephone number. A member of the Royal National Institute for Deaf People will join the call to speak with us as you send and receive text messages. Please visit [www.relayuk.bt.com](http://www.relayuk.bt.com) to read how they manage your data.

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# Income and employment reference.

(Please complete all sections and return both pages)

(Page 1 of 3)

Mortgage account number: M



Name of customer

Address of customer

Name of Employer

Address of Employer

Employer Telephone Number

Employer Email

Contact Name (in event of query with reference)

## Employment Details.

Job Title/Occupation

Start Date of Employment (DD/MM/YY)

Is the Employment Permanent?

Yes

No

(if 'NO', please complete questions i & ii as applicable)

i) If Temporary, please confirm

a) Length of the contract

b) If a renewal of the contract will be offered

Yes

No

ii) If Probationary, please confirm

a) Length of the Probationary period

b) If a renewal of the contract will be offered

c) Is position permanent at end of probationary period?

# Income and employment reference.

Mortgage account number: M



## Employment Details.

Basic (Basic Salary or Pension per annum) £

Or

Normal Hourly Rate (£)	Overtime Hourly Rate (£)	Contracted Hours	Overtime Hours Worked

## Other income.

If the applicant receives any of these in addition to basic salary, please enter amounts earned in last 12 months in the relevant column in the table below and indicate whether likely to continue at same level (i.e. sustainable) in the final column.

**N.B.** You should always use the 'Regular' column unless the amount is guaranteed by way of contract. If any item was a one-off payment it should be ignored.

## Either

	Annual amount (£)	Is the payment regular? (Y/N)	Is the payment guaranteed? (Y/N)	Sustainable at the same level? (Y/N)
Overtime				
Commission				
Bonus				

Date of last bonus paid (DD/MM/YY)

Or any other payments e.g. Shift Allowance, Area allowance; additional duties payments etc. – please state type.

Type of payment	Annual amount (£)	Is the payment regular? (Y/N)	Is the payment guaranteed? (Y/N)	Sustainable at the same level? (Y/N)

Are there any court orders for the attachment of earnings, or other deduction from earnings orders (for example child maintenance), in relation to the salary?

Yes

No

If YES please give full details

Are there any student loan deductions from their salary?

Yes

No

If YES please provide the last 3 months payment details

1

2

3

Is the customer on maternity/paternity leave?

Yes

No

If YES, have they advised that they do not intend to return on existing terms?

Yes

No

If YES please give full details

Are there any impending changes to the customers role – e.g. new role, pay rise, effective date, change of hours etc.?

Yes

No

If YES please give full details

# Income and employment reference.

Your stamp (below) or include company letter headed paper  
(PLEASE COMPLETE)

Name

Signature

Position Held

Date

