



Date

Mortgages
TSB Bank plc
PO Box 373
Manston Lane
Leeds
LS14 9GQ

Tel no: 0800 056 1088
Fax no: 0203 357 9150

Mortgage Reference Number

Dear Sir/Madam,

Income and employment reference for:

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

Please complete the enclosed form and return it by fax, using the enclosed fax header sheet, to the number above. If for any reason you are unable to fax this form back please complete and return it to the above address.

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,

Gareth Allen
Head of Mortgage Services

Enclosed – Income and employment reference form and fax header sheet

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 contact us using Text Relay (previously Tynetalk) or Textphone on **0345 835 3843** (lines are open 24 hours a day, seven days a week).

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TSB Bank plc is covered by the Financial Services Compensation Scheme and the Financial Ombudsman Service.

Income and employment reference.

(Please complete all sections and return both pages)

(Page 1 of 3)

Mortgage account number: M



Name and address of customer

Name of Employer

Address of Employer

Employer Telephone Number

Employer Fax Number

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

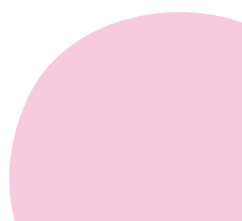
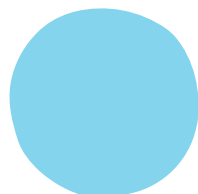
No

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, student loans or child maintenance), in relation to the salary?

Yes

No

If YES please give full details

Is the customer on maternity 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.

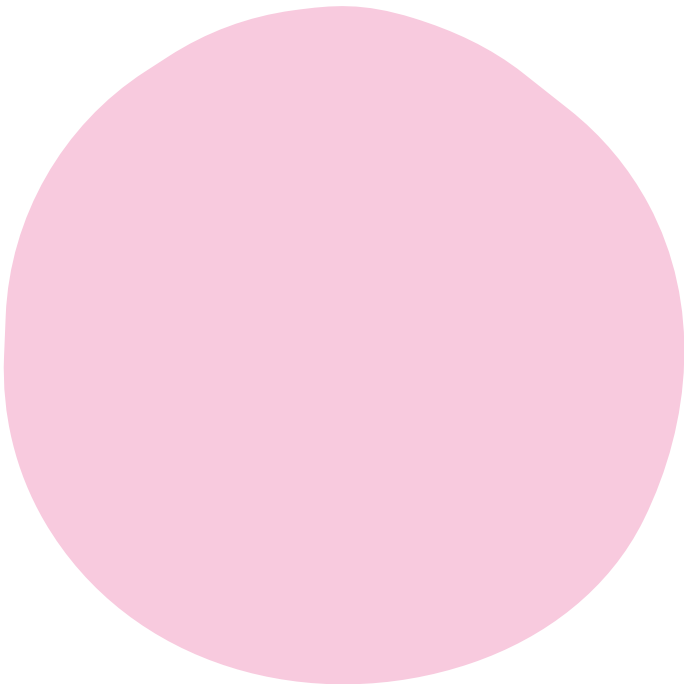
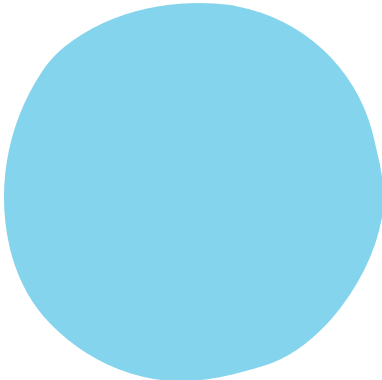
Your stamp (below) or include company letter headed paper
(PLEASE COMPLETE)

Name

Signature

Position Held

Date



Fax communication.



TO: For the attention of: Mortgage Processing
TSB Bank plc

Fax number: 0203 357 9150

Number of pages
(including this page)

FROM: Sender's name

Company

Telephone

Fax number

Mortgage account number

Customer surname

Customer postcode

DATE: DD/MM/YY

