

Confirmation of salary details for match funding

AP ref	EBH04
Name	KELLY TURNER
Position	EMPLOYMENT ADVISER
Annual salary (pro-rata if not full time) or hourly rate	£22,227
Employer's NI contributions p.a.	
Superannuation p.a.	
Other taxable expenses to employer	£2000
No. of paid holiday days per year	22
No. of paid bank holiday days per year	8
Contracted hours per week	35

NB. If entering an hourly rate this must be the ACTUAL hourly rate that this staff member earns, not the commercial rate that they charge.

Declaration (to be signed by the relevant staff member)

I confirm that the above details are correct. I understand that in the event of an audit I may be required to provide evidence (e.g. payslips) to prove that these details are correct, and agree to do this.
I also understand that it is my responsibility to inform Equal immediately if any of the above salary details change.

Signed	<i>K Turner</i>
Print name	KELLY TURNER
Position	EMPLOYMENT ADVISER
Date	2/1/07

Verification by finance/payroll department to confirm that the above details are correct

Signed	<i>E Tidbury</i>
Print name	E TIDBURY
Position	PROGRAMME MANAGER.
Date	2.1.07