

SEPARATION PAYROLL TEMPLATE

Commissions & Bonuses Statement

EMPLOYEE NAME

EMPLOYEE ID

JOB TITLE

DEPARTMENT

SEPARATION DATE

PAYROLL RUN DATE

PAYMENT METHOD

PREPARED BY

1. OUTSTANDING COMMISSION EARNED

DEAL/INVOICE DATE	CLIENT / DEAL REFERENCE	DEAL VALUE(\$)	COMMISSION RATE(%)	TOTAL EARNED (\$)
Subtotal Commissions:				

2. OUTSTANDING BONUSES EARNED

PERFORMANCE PERIOD	BONUS PROGRAM / MILESTONE CRITERIA	TARGET AMOUNT (\$)	PAYOUT AMOUNT (\$)
Subtotal Bonuses:			

3. FINAL SETTLEMENT SUMMARY

Total Gross Commissions	
Total Gross Bonuses	
Other Adjustments / Severance	
Total Gross Separation Pay	
<i>Less: Tax Withholdings</i>	
<i>Less: Other Deductions</i>	
NET SEPARATION PAYOUT	

EMPLOYEE SIGNATURE

Date: _____

AUTHORIZED HR / PAYROLL REPRESENTATIVE

Date: _____