

PRE-TAX PAYROLL DEDUCTION & WITHHOLDING WORKSHEET

Employee Compensation and Tax Calculation Sheet

EMPLOYEE NAME

PAY PERIOD END DATE

EMPLOYEE ID

CHECK DATE

FILING STATUS

PAY FREQUENCY

1. GROSS EARNINGS

EARNINGS TYPE	HOURS/RATE	AMOUNT
Regular Salary / Wages		
Overtime Pay		
Bonuses / Commissions		
Other Earnings		
Total Gross Earnings (A)		

2. PRE-TAX DEDUCTIONS (IRC SECTION 125 & QUALIFIED PLANS)

DEDUCTION DESCRIPTION	RATE / %	AMOUNT
Medical Insurance Premium (Pre-Tax)		
Dental / Vision Premium (Pre-Tax)		
Flexible Spending Account (FSA) - Medical		
Flexible Spending Account (FSA) - Dependent Care		
Health Savings Account (HSA) Contribution		
401(k) / 403(b) Retirement Contribution		
Other Pre-Tax Deduction:		
Total Pre-Tax Deductions (B)		

3. TAXABLE GROSS & TAX WITHHOLDINGS

TAX CATEGORY	TAXABLE BASIS	WITHHOLDING AMOUNT
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TAX CATEGORY	TAXABLE BASIS	WITHHOLDING AMOUNT
Adjusted Taxable Gross Pay (A - B)		
Federal Income Tax (FIT) Withholding		
Social Security Tax (FICA-OASDI)		
Medicare Tax (FICA-HI)		
State Income Tax (SIT) Withholding		
Local / City Income Tax Withholding		
State Disability / Paid Family Leave Insurance (SDI/SUI)		
Total Tax Withholdings (C)		

4. POST-TAX DEDUCTIONS (IF APPLICABLE)

DEDUCTION DESCRIPTION	AMOUNT
Roth 401(k) Contribution	
Garnishments / Child Support	
Other Post-Tax Deductions	
Total Post-Tax Deductions (D)	

NET TAKE-HOME PAY (A - B - C - D)

EMPLOYEE SIGNATURE

DATE: _____

PAYROLL ADMINISTRATOR SIGNATURE

DATE: _____