

# BI-WEEKLY PAYROLL & TAX WITHHOLDING TEMPLATE

Payroll Period Summary & Employee Pay Stub

**Employee Name:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Pay Period Start:** \_\_\_\_\_  
**Pay Period End:** \_\_\_\_\_  
**Payment Date:** \_\_\_\_\_  
**Pay Frequency:** Bi-Weekly

EARNINGS	RATE	HOURS	TOTAL AMOUNT
Regular Pay			
Overtime Pay			
Holiday Pay			
Bonus / Commissions			
<b>Gross Earnings (A)</b>			

STATUTORY TAX WITHHOLDINGS	AMOUNT DEDUCTED
Federal Income Tax (FIT)	
Social Security Tax (FICA)	
Medicare Tax (FICA)	
State Income Tax (SIT)	
Local / City Tax	
<b>Total Tax Withholdings (B)</b>	

PRE-TAX & POST-TAX DEDUCTIONS	AMOUNT DEDUCTED
Health / Medical Insurance (Pre-Tax)	
Dental / Vision Insurance (Pre-Tax)	
Retirement / 401(k) Contribution (Pre-Tax)	
Life Insurance (Post-Tax)	
Other Deductions	
<b>Total Voluntary Deductions (C)</b>	

Gross Earnings (A):

<b>Total Tax Withholdings (B):</b>	<input type="text"/>
<b>Total Deductions (C):</b>	<input type="text"/>
<b>Net Paycheck Amount:</b>	<input type="text"/>

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Employer Signature & Date

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Employee Signature & Date