

SPLIT PAYROLL TEMPLATE

Expatriate Employment Contract Annex

1. EMPLOYEE & ASSIGNMENT DETAILS

Employee Name	
Employee ID	
Job Title	
Home Country / Entity	
Host Country / Entity	
Effective Date	

2. SPLIT PAYROLL ALLOCATION RATIO

Home Country Allocation (%)	
Host Country Allocation (%)	
Exchange Rate Agreed	

3. HOME COUNTRY PAYROLL DETAILS (BASE CURRENCY)

Earnings / Deductions	Currency	Amount (Monthly)	Frequency / Notes
Base Salary (Home Share)			
Expatriate Allowance			
Pension/Retirement Contribution			
Social Security/Tax Deductions			
Other Deductions			
Net Pay (Home Country)			

4. HOST COUNTRY PAYROLL DETAILS (LOCAL CURRENCY)

Earnings / Deductions	Currency	Amount (Monthly)	Frequency / Notes
Base Salary (Host Share)			
Cost of Living Allowance (COLA)			
Housing Allowance			
Host Country Tax Deduction			
Other Deductions			

Earnings / Deductions	Currency	Amount (Monthly)	Frequency / Notes
Net Pay (Host Country)			

5. BANKING & PAYMENT INSTRUCTIONS

Payroll Split	Bank Name	SWIFT / BIC / Sort Code	Account Number / IBAN
Home Country Account			
Host Country Account			

6. SPECIAL PROVISIONS / TAX EQUALIZATION

 Authorized Representative (Employer)
 Date:

 Employee Signature
 Date: