

GOLDEN HANDSHAKE AGREEMENT

Payroll Deduction & Payout Template

EMPLOYEE INFORMATION

Employee Name: _____ Employee ID: _____
Department: _____ Job Title: _____
Agreement Date: _____ Separation Date: _____

1. GROSS PAYOUT CALCULATIONS

DESCRIPTION	AMOUNT
Severance Pay (Lump Sum)	_____
Notice Period Pay	_____
Accrued Vacation / Paid Time Off (PTO)	_____
Special Bonus / Incentive Payout	_____
Other Compensation:	_____
Total Gross Payout (A)	_____

2. DEDUCTIONS & WITHHOLDINGS

DESCRIPTION	AMOUNT
Federal Income Tax Withholding	_____
State / Local Income Tax Withholding	_____
FICA (Social Security & Medicare)	_____
Company Property/Asset Non-Return Deductions	_____
Outstanding Loans / Advances Recovery	_____
Other Post-Tax Deduction:	_____
Total Deductions (B)	_____

3. NET PAYOUT SUMMARY

Net Payout Amount (A - B)

The parties agree that the figures detailed above represent the complete and final financial calculations for the Golden Handshake Separation Agreement. All payments are subject to standard verification by the payroll department and compliance with federal, state, and local tax regulations.

EMPLOYEE SIGNATURE

Date: _____

AUTHORIZED HR REPRESENTATIVE

Date: _____

PAYROLL OFFICER SIGNATURE

Date: _____