

PAYROLL TEMPLATE

Employee Retirement Allocations

COMPANY NAME:

PAY PERIOD ENDING:

EMPLOYEE NAME:

PAYMENT DATE:

EMPLOYEE ID:

GROSS EARNINGS:

RETIREMENT PLAN TYPE	EMPLOYEE CONTRIBUTION %	EMPLOYEE CONTRIBUTION (\$)	EMPLOYER MATCH %	EMPLOYER MATCH (\$)
Pre-Tax 401(k)				
Roth 401(k)				
Simple IRA				
Other:				
Total Allocations				

AUTHORIZATION NOTES & COMMENTS

EMPLOYEE SIGNATURE / DATE

PAYROLL ADMINISTRATOR SIGNATURE / DATE