

# PAY STATEMENT

Statement Date: \_\_\_\_\_

Pay Period Start: \_\_\_\_\_

Pay Period End: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

## PAYMENT DETAILS

Payment Method: \_\_\_\_\_

Reference No: \_\_\_\_\_

Tax Identifier: \_\_\_\_\_

Filing Status: \_\_\_\_\_

## 1. GROSS EARNINGS

DESCRIPTION	HOURS / UNITS	RATE	TOTAL AMOUNT
Regular Hours			
Overtime			
Bonus / Commission			
Other Earnings			
<b>Total Gross Earnings (A)</b>			

## 2. DEDUCTIONS & TAXES

TAX & DEDUCTION DESCRIPTION	PRE-TAX / POST-TAX	AMOUNT DEDUCTED
Federal Income Tax		
State / Local Income Tax		
Social Security / FICA		
Medicare		
Health Insurance (Pre-Tax)		
Retirement / 401(k) (Pre-Tax)		
Other Post-Tax Deductions		
<b>Total Deductions &amp; Taxes (B)</b>		

TOTAL GROSS EARNINGS (A)

TOTAL DEDUCTIONS (B)

NET TAKE-HOME PAY (A - B)

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Prepared By (Signature / Date)

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Received By (Signature / Date)

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This document serves as an official statement of post-tax earnings and take-home pay.