

# DRAW AGAINST COMMISSION

Payroll Calculation Sheet

|                     |  |                         |  |
|---------------------|--|-------------------------|--|
| Employee Name       |  | Pay Period Start        |  |
| Employee ID         |  | Pay Period End          |  |
| Job Title / Dept    |  | Payment Date            |  |
| Draw Agreement Type | <input type="checkbox"/> Recoverable<br><input type="checkbox"/> Non-Recoverable | Prior Balance Carryover |  |

## 1. COMMISSION EARNINGS PERIOD CALCULATION

| Sales Category / Deal Description                 | Sales Volume (\$) | Rate (%) | Commission Earned (\$) |
|---|-------------------|----------|------------------------|
|   |                   |          |                        |
|   |                   |          |                        |
|   |                   |          |                        |
|   |                   |          |                        |
| <b>Total Gross Commissions Earned This Period</b> |                   |          |                        |

## 2. DRAW RECONCILIATION & RECOVERY

| Description                                      | Reference / Formula                      | Amount (\$) |
|--|--|-------------|
| Total Commissions Earned This Period             | <i>From Section 1</i>                    |             |
| Plus: Outstanding Prior Balance Carryover        | <i>From previous statement</i>           |             |
| <b>Adjusted Earned Commissions (A)</b>           | <b><i>Commissions - Carryover</i></b>    |             |
| Guaranteed Draw Amount (B)                       | <i>Per contract agreement</i>            |             |
| Draw Payback / Commission Offset (C)             | <i>Lesser of A or B</i>                  |             |
| <b>Net Commission Payable (D)</b>                | <b><i>A minus C (If positive)</i></b>    |             |
| <b>Unrecovered Draw Balance to Carry Forward</b> | <b><i>B minus C (If recoverable)</i></b> |             |

## 3. FINAL PAYROLL SUMMARY

| Pay Component               | Calculation Basis                   | Amount (\$) |
|-----------------------------|-------------------------------------|-------------|
| Base Salary (if applicable) | <i>Regular salary component</i>     |             |
| Draw Advance Paid (B)       | <i>Guaranteed minimum payment</i>   |             |
| Net Commission Paid (D)     | <i>Earned amount exceeding draw</i> |             |

| Pay Component                       | Calculation Basis              | Amount (\$) |
|-------------------------------------|--------------------------------|-------------|
| <b>Total Gross Payroll Earnings</b> | <i>Base + Draw + Net Comm.</i> |             |

\_\_\_\_\_

Employee Signature

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

\_\_\_\_\_

Payroll / Authorized Officer Signature

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