

# PAYROLL SUMMARY

Pay Period:  
Payment Date:

<b>Employee Name:</b>	.....
<b>Employee ID:</b>	.....
<b>Department:</b>	.....
<b>Job Title:</b>	.....
<b>Social Security No:</b>	.....
<b>Tax Code:</b>	.....
<b>Pay Frequency:</b>	.....
<b>Hourly Rate / Salary:</b>	.....

## Earnings

Description	Amount
Basic Salary	.....
Overtime Pay	.....
Bonus / Commission	.....
Allowances	.....
Other Earnings	.....
<b>Total Earnings (Gross)</b>	.....

## Deductions

Description	Amount
Income Tax	.....
Social Security / NI	.....
Pension Contribution	.....
Health Insurance	.....
Other Deductions	.....
<b>Total Deductions</b>	.....

<b>GROSS EARNINGS</b>
.....
<b>TOTAL DEDUCTIONS</b>

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NET PAY DISTRIBUTED

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**Payment Method & Destination**

**Bank Name**

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**Account Number / IBAN**

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**Payment Reference**

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Prepared By (Payroll Officer)

Date:

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Approved By (Authorized Signature)

Date: