

EMPLOYEE TAX WITHHOLDING PAYROLL WORKSHEET

Payroll Period Record

Employee Name:	_____	Pay Period Start:	_____
Employee ID:	_____	Pay Period End:	_____
SSN (Last 4):	_____	Payment Date:	_____
Filing Status:	_____	Withholding Allowances:	_____

1. GROSS EARNINGS

Earnings Type	Rate / Hours	Amount (\$)
Regular Wages		
Overtime Wages		
Bonus / Commission		
Other Earnings		
Total Gross Earnings (A)		

2. PRE-TAX DEDUCTIONS

Deduction Description	Amount (\$)
Medical / Dental / Vision Insurance (Pre-tax)	
Retirement Contribution (401k / Simple IRA)	
Flexible Spending Account (FSA) / HSA	
Other Pre-Tax Deductions	
Total Pre-Tax Deductions (B)	
Taxable Wages (A - B)	

3. TAX WITHHOLDINGS

Tax Type	Amount (\$)
Federal Income Tax (FIT) Withholding	
Social Security Tax (6.2%)	
Medicare Tax (1.45%)	
State Income Tax (SIT) Withholding	
Local / City Tax Withholding	
Other State Taxes (SUI/FLI/SDI)	
Total Tax Withholdings (C)	

4. POST-TAX DEDUCTIONS & NET PAY SUMMARY

Summary Item	Amount (\$)
Post-Tax Deductions (Roth 401k, Garnishments, Union Dues, etc.)	
NET PAY (Taxable Wages - C - Post-Tax Deductions)	

Prepared By (Payroll Administrator Signature)

Date

Approved By (Authorized Signature)

Date