

# FINAL PAY COMMISSION & BONUS CALCULATION

Termination Payroll Processing Template

Employee Name:  
Employee ID:  
Job Title:  
Department:  
Termination Date:  
Final Pay Period:  
Termination Type:  
Commission Plan ID:

## 1. Eligible Commissions (Earned & Unpaid)

Deal / Invoice #	Client Name	Close / Sign Date	Deal Value (\$)	Comm. %	Commission (\$)	Status / Notes
Total Eligible Commissions:						

## 2. Eligible Bonuses & Incentives

Bonus Description / Target Period	Target Bonus (\$)	Ach. %	Proration (Days worked/Total)	Calculated Bonus (\$)	Justification / Formula Notes
Total Eligible Bonuses:					

## 3. Deductions & Recoverable Draws

Description of Clawback / Advance Recovery	Original Date Paid	Original Amount (\$)	Recovery Amount (\$)	Reasoning / Policy Clause Ref.
Total Deductions / Adjustments:				

Subtotal Commissions:

<b>Subtotal Bonuses:</b>	
<b>Less: Total Deductions:</b>	
<b>NET FINAL PAYOUT AMOUNT:</b>	

**Terms and Disclosures:**

All commission and bonus calculations contained herein have been verified in accordance with the signed employment agreement, the active corporate commission schedule, and standard termination policies. Final payout calculations remain subject to final verification and audit by corporate payroll services prior to disbursement.

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**Prepared By (HR/Payroll Specialist)**

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

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**Approved By (Operations / Finance Manager)**

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