

SALARY AND WAGES INCOME CERTIFICATE

Standard Statement of Earnings

Date: _____

Certificate No: _____

Employer Name: _____

Employer Address: _____

Employee Name: _____

Employee ID: _____

Designation: _____

Department: _____

Period of Income: From _____ To _____

Earnings / Gross Income		Deductions	
Description	Amount	Description	Amount
Basic Salary		Provident Fund / Pension	
House Rent Allowance (HRA)		Income Tax / TDS	
Dearness Allowance		Professional Tax	
Conveyance / Travel Allowance		Medical Insurance	
Special Allowances		Other Deductions	
Bonus / Commission			
Total Gross Earnings		Total Deductions	
Net Payable Salary (Gross - Deductions)			

Net Salary (in words): _____

This is to certify that the above-mentioned details of income and deductions are true and correct to the best of our knowledge, based on the official books of accounts and records of the organization.

Prepared / Verified By _____

(Finance / HR Department)

Authorized Signatory
(Signature & Company Stamp)