[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Slip

Paycheck stub - detach and keep with your records

Stub details	
Check number: **[Check number]**	Pay date: **[Pay date]**
Pay period: **[Pay period]**	Employee ID: **[Employee ID]**

Detach here

Employer: [Company name]
Employee: [Employee name]
Job title: [Job title]

Earnings

Description	Amount
Basic pay	**[Basic pay]**
Overtime pay	**[Overtime pay]**
Bonus	**[Bonus]**
Allowance	**[Allowance]**
Commission	**[Commission]**

Deductions

Description	Amount
Income tax	**[Income tax]**
National Insurance	**[National Insurance]**
Pension contribution	**[Pension contribution]**
Other deduction	**[Other deduction]**

Gross pay	**[Gross pay]**
Total deductions	**[Total deductions]**
Net pay	**[Net pay]**