[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.

Contractor Pay Statement

Fee for services - not an employment payslip

Contractor: **[Employee name]**	**Pay period:** **[Pay period]**
Contractor ID: **[Employee ID]**	**Invoice number:** **[Invoice number]**
Contract reference: **[Contract reference]**	**Pay date:** **[Pay date]**

Fees

Description	Calculation	Amount
Fee for services	**[Days worked]** days at **[Day rate]**	**[Fee for services]**
Reimbursed expenses	As claimed	**[Reimbursed expenses]**

Deductions

Description	Amount
Withholding tax	**[Withholding tax]**
Platform fee	**[Platform fee]**

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

Payable by [Payment method] to [Bank account] on [Pay date].

This statement records a contractor fee, not salary. No employment deductions such as National Insurance or pension apply.