[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

Every deduction named and explained

Employee name: **[Employee name]**

Employee ID: **[Employee ID]**

Job title: **[Job title]**

Department: **[Department]**

Pay period: **[Pay period]**

Pay date: **[Pay date]**

Payment method: **[Payment method]**

Bank account: **[Bank account]**

Earnings

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

Deductions - where the money is paid

Deduction	Amount	Paid to	Reference
Income tax	**[Income tax]**	Tax authority	**[Tax code]**
National Insurance	**[National Insurance]**	Tax authority	**[National Insurance number]**
Tax subtotal	**[Total tax deductions]**		
Pension contribution	**[Pension contribution]**	**[Pension scheme]**	**[Employee pension rate]**
Loan recovery	**[Loan recovery]**	**[Company name]**	-
Union dues	**[Union dues]**	Trade union	-

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

Each deduction shows where the money is paid. Ask payroll if any line is unclear.