[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

United Kingdom - tax code and National Insurance

Employee name: **[Employee name]**
Employee ID: **[Employee ID]**
Job title: **[Job title]**
Department: **[Department]**
National Insurance number: **[National Insurance number]**
Tax code: **[Tax code]**
Tax year: **[Tax year]**

Payment details
Pay period: **[Pay period]**
Pay date: **[Pay date]**
Payment method: **[Payment method]**
Bank account: **[Bank account]**

Earnings

Description	Units	Rate	Amount
Basic pay	Monthly	**[Basic pay]**	**[Basic pay]**
Overtime pay	**[Overtime hours]**	**[Overtime rate]**	**[Overtime pay]**
Bonus	-	-	**[Bonus]**
Allowance	-	-	**[Allowance]**
Commission	-	-	**[Commission]**

Deductions

Description	Amount
Income tax	**[Income tax]**
National Insurance	**[National Insurance]**
Pension contribution	**[Pension contribution]**
Student loan	**[Student loan]**

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

Gross year to date: **[Year-to-date gross pay]**	**Tax year to date:** **[Year-to-date income tax]**	**NI year to date:** **[Year-to-date National Insurance]**

*Tax and National Insurance are calculated using tax code **[Tax code]** for tax year **[Tax year]**.*