[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

Verified payslip - check this slip online

[QR code]

Verification code: [Verification code]

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

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]**

Verify this payslip at [Verification website]

Quote the verification code and the employee ID.

A third party may verify this payslip using the code and the QR code above.