***Payroll Template***

**Company Name Here**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
***Prepared BY***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
***Checked BY***

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**Important Note**

|  |  |
| --- | --- |
| **Net Amount Transfer to account** (Total Earnings – Total Deductions)  *(Bank Account No. xxxxxxxx/xxx* | **xxxxxxxxx** |

|  |  |  |  |
| --- | --- | --- | --- |
| Basic Salary | xxxxxxxxxx | Income Ta | xxxxxxx |
| House Rent Allowance | xxxxxxxx | Professional Ta | xxxxxxxxx |
| Conveyance | xxxxxxx | Provident Fund | xxxxxxx |
| Utilities Allowance | xxxxxxxxxxx | Personal Loan | xxxxxx |
| Bonus | xxxxxxxxx | Other Loan | xxxxxxx |
| **Total Basic Salary** | **xxxxxxx** | **Gross Deductions** | **xxxxxxxx** |
| Education Allowance | xxxxxxxx | Advance salary | xxxxxxxx |
| Fuel | xxxxxxxx | Deduction against Leave | xxxxxxxx |
| Leave Encashment | xxxxxxxx | EOBD (Employee Old Age Benefit Deduction) | xxxxxxxx |
| Car Allowance | xxxxxxxx | Other Deductions | xxxxxxxx |
| Maintenance Allowance | xxxxxxxx |  |  |
| Incentive / Commission | xxxxxxxx |  |  |
| Reimbursement | xxxxxxxx |  |  |
| Other Allowances | xxxxxxxx |  |  |
| Advance against Salary | xxxxxxxx |  |  |
| Cash salary / incentive | xxxxxxxx |  |  |
| **Total Salary** | **xxxxxxxxx** | **Total Deductions** | **xxxxxxxxxx** |

Company Address Goes Here

**Ph:** xxxxxxxxxxx, **Fax:** xxxxxxxxxxx

**Email:** www.websiteaddress.com

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pay Days:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Pay Month:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount**

**Amount**

**Pay Roll Deductions**

**Pay Roll Earnings**