

[Your firm name and logo]

[Business legal name]

[Business address]

Employee: [Employee name] Employee ID: [ID or last four digits of SSN]

Pay period: [start date] to [end date] Pay date: [pay date]

Earnings

Regular: [hours] hours at \$[rate] = \$[amount] (year to date \$[amount]). Salary for the period, if salaried: \$[amount] (year to date \$[amount]).

Overtime (optional)

Overtime: [hours] hours at \$[overtime rate] = \$[amount] (year to date \$[amount]).

Other earnings (optional)

[Bonus / commission / tips / paid leave]: \$[amount] (year to date \$[amount]).

Gross pay

Gross pay: \$[amount] (year to date \$[amount]).

Taxes withheld

Federal income tax: \$[amount]. Social Security: \$[amount]. Medicare: \$[amount]. State income tax: \$[amount]. Local tax: \$[amount]. Year-to-date total taxes: \$[amount].

Deductions (optional)

Pre-tax: [plan name] \$[amount], [health premium] \$[amount]. After-tax: [Roth / garnishment / union dues] \$[amount]. Year-to-date total deductions: \$[amount].

Net pay

Net pay: \$[amount] (year to date \$[amount]), paid by [direct deposit to account ending in [last four digits] / check number [number]].

Leave balances (optional)

Paid time off available: [hours]. Sick leave available: [hours].

Questions about this statement: [payroll contact name], [phone or email]