

# Tax Deduction Payroll Summary Form

## Employer Information

Company Name: \_\_\_\_\_

Tax Identification No: \_\_\_\_\_

Address: \_\_\_\_\_

Payroll Period: \_\_\_\_\_ to \_\_\_\_\_

## Employee Tax Deduction Summary

Employee Name	Employee ID	Gross Pay	Taxable Income	Tax Deductions	Net Pay
Jane Doe	EMP001	10,000.00	9,500.00	1,250.00	8,750.00
John Smith	EMP002	12,000.00	11,400.00	1,420.00	10,580.00
Lily Evans	EMP003	9,500.00	8,900.00	1,080.00	8,420.00

Total Employees: 3

Total Gross Pay: \_\_\_\_\_

Total Tax Deductions: \_\_\_\_\_

Total Net Pay: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Important Notes

- This form should be verified and signed by the authorized payroll officer.
- Ensure all deduction amounts comply with current tax regulations.
- Retain this document for record keeping and potential audits.
- Report any discrepancies immediately to the HR or finance department.
- All information provided must be accurate and up-to-date.