

Standard PF Contribution Sheet Format

For Payroll Documentation

S.No.	Employee Name	Employee Code	Designation	PF Number	Basic Salary (₹)	Employee Contribution (12%)	Employer Contribution (12%)	Total Contribution	Remarks
1	Rahul Sharma	EMP001	Accountant	PF12345	25,000	3,000	3,000	6,000	-
2	Anjali Verma	EMP002	HR Executive	PF12346	30,000	3,600	3,600	7,200	-
3	Rakesh Kumar	EMP003	Developer	PF12347	32,000	3,840	3,840	7,680	-
Total					87,000	10,440	10,440	20,880	

Important Notes:

- Ensure all employee and PF information is updated and verified monthly.
- Employee and employer PF contributions are generally 12% each of Basic Salary as per statutory norms.
- PF numbers must be correctly referenced for seamless submission to the provident fund authority.
- This sheet supports statutory audit and compliance requirements for payroll documentation.
- Retain signed copies for record keeping and reference.