

Official Payroll Deduction Register

For the period: May 2024

Prepared By: Jane Doe

Date Prepared: 02-Jun-2024

Department: Finance

Payroll Reference: PR-2024-05

#	Employee Name	Emp. ID	Gross Salary	Tax	Pension	Loan Repayment	Other Deductions	Total Deduction	Net Pay
1	John Smith	EMP001	4500.00	350.00	225.00	50.00	30.00	655.00	3845.00
2	Maria Garcia	EMP002	3900.00	300.00	195.00	0.00	40.00	535.00	3365.00
3	David Lee	EMP003	5200.00	420.00	260.00	100.00	60.00	840.00	4360.00
4	Linda Brown	EMP004	3500.00	280.00	175.00	0.00	20.00	475.00	3025.00
Total								2505.00	14595.00

Authorized Signature  
Date: \_\_\_\_\_

Important Notes:

- This document is confidential and intended for payroll processing purposes only.
- Verify all deduction amounts for accuracy before final payroll disbursement.
- Retain a copy of this register for audit and compliance purposes.
- Immediately report any discrepancies to the Payroll Department.