

Payroll Deduction Register Sheet

For the month of: _____

Employee ID	Name	Designation	Basic Salary	Tax Deduction	Insurance Deduction	Loan Deduction	Other Deductions	Total Deduction	Net Payable	Signature
EMP001	Alice Smith	Manager	50,000	5,000	2,000	1,000	500	8,500	41,500	
EMP002	John Doe	Accountant	32,000	2,500	1,000	800	300	4,600	27,400	
EMP003	Mary Brown	Clerk	20,000	900	700	0	200	1,800	18,200	
EMP004	David Lee	Driver	18,000	500	0	200	100	800	17,200	

Important Notes:

- This register provides a detailed record of payroll deductions for each employee per pay period.
- Ensure all deductions are authorized and comply with company and legal requirements.
- Employees should verify and acknowledge their deductions by signature.
- This document should be retained for audit and compliance purposes.
- Net Payable is computed by subtracting Total Deductions from Basic Salary.