

Summary Payroll Deduction Notice

Employee Name:

John Doe

Employee ID:

123456

Department:

Finance

Pay Period:

May 1, 2024 - May 15, 2024

Date Issued:

May 16, 2024

Deductions Summary

Description	Amount (USD)
Health Insurance	120.00
Retirement Plan	70.00
Federal Tax	210.00
State Tax	80.00
Other (Parking)	25.00
Total Deductions	505.00

Important Notes

- This notice serves as a summary of payroll deductions for the specified pay period.
- Please review the deductions carefully and report any discrepancies to HR within 5 business days.
- Some deductions such as taxes and benefits are subject to change based on regulations or your personal selections.
- Retain this document for your personal financial records.