

# Payroll Deduction Statement

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Date Issued: \_\_\_\_\_

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

## Deduction Summary

Description	Amount	Remarks
Federal Tax	_____	_____
State Tax	_____	_____
Social Security	_____	_____
Health Insurance	_____	_____
Retirement Contribution	_____	_____
Other	_____	_____
Total Deductions	_____	

## Net Pay Calculation

Gross Pay	_____
Less: Total Deductions	_____
Net Pay	_____

Employee Signature:

\_\_\_\_\_

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

Authorized By:

\_\_\_\_\_

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

## Important Notes

- This document serves as a record of payroll deductions for the specified pay period.
- Verify all deduction amounts and inform HR of any discrepancies immediately.
- Retain a copy of this statement for your personal records.
- Consult your HR department for any questions regarding specific deductions.