

# Salary Deduction Statement Form

[Company Logo]

Employee Information

Full Name

Employee ID

Department

Designation

Pay Period

Date

Deduction Details

Deduction Type	Reason/Description	Amount
E.g. Loan Repayment	E.g. July Loan EMI	
Total Deduction		

Authorization

Reason for Deduction / Additional Comments

Employee Signature

Date:

Authorized By

Date:

Important Notes

- This form serves as a formal record of salary deductions with employee consent.
- Ensure all deduction details are correctly entered and authorized.
- Retain a signed copy for both employer and employee records.

- Unauthorized deductions are not permitted by labor regulations.
- Contact the HR department for queries before signing this statement.