

# Manual Salary Receipt Book

## Sample Format for Small Businesses

Receipt No.: \_ Date: \_

Employee Name: \_ Employee ID: \_

Designation: \_ Department: \_

Month & Year: \_

Earnings	Amount	Deductions	Amount
Basic Salary		PF/ESI	
HRA		Advance/Loan	
Other Allowances		Other Deductions	
<b>Total Earnings</b>		<b>Total Deductions</b>	
<b>Net Salary Paid</b>			

**Amount (in words):** \_\_\_\_\_

Mode of Payment: \_ (Cash / Cheque / Transfer) Cheque/Ref No.: \_

Signature of Issuer

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

Designation: \_\_\_\_\_

Signature of Employee

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

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

- Salary receipt must be signed by both the issuer and the employee.
- Clearly specify all components of earnings and deductions.
- Provide accurate details for any payment mode or reference.
- This document serves as official proof of salary payment for legal/reference purposes.
- Store receipts securely as part of business and salary records.