

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	
Total Earnings		Total Deductions	
Net Salary Paid			

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.