

# Salary Statement for Internal Audit

Date: \_\_\_\_\_  
Statement Period: \_\_\_\_\_

## Employee Details

Employee Name	John Doe
Employee ID	123456
Designation	Senior Analyst
Department	Finance
PAN	ABCDE1234F
Bank Account Number	9876543210

## Salary Components

Earnings	Amount (INR)	Remarks
Basic Salary	40,000	
House Rent Allowance (HRA)	16,000	
Conveyance Allowance	2,000	
Special Allowance	5,000	
Total Earnings	63,000	
Deductions	Amount (INR)	Remarks
Provident Fund (PF)	4,800	
Professional Tax	200	
Income Tax	3,000	
Total Deductions	8,000	
Net Pay	55,000	

Prepared By:

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

Reviewed By (Internal Auditor):

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

## Important Notes:

- This statement is intended strictly for internal audit purposes only.
- All figures must be cross-verified against payroll and statutory documents.
- Unauthorized disclosure or misuse of this document may result in disciplinary action.
- Any discrepancies noted should be reported to the Accounts Department immediately.
- This statement does not serve as an official payslip for tax or banking purposes.