

# 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	
<b>Total Earnings</b>	<b>63,000</b>	
Deductions	Amount (INR)	Remarks
Provident Fund (PF)	4,800	
Professional Tax	200	
Income Tax	3,000	
<b>Total Deductions</b>	<b>8,000</b>	
<b>Net Pay</b>	<b>55,000</b>	

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.