**[](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Payroll+Receipt+doc+11304&lpa=Payroll+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PAYROLL RECEIPT TEMPLATE**

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| **BUSINESS NAME** |  |  |  |  | **PLACE LOGO HERE** | | | | | | | | |
| Address Line 1 |  |  |  |  |
| Address Line 2 |  |  |  |  |
| City, State, Zip |  |  |  |  |
| Phone |  |  |  |  |
| Web / Email |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Employee Name** |  | |  | **PAY AND HOURS** | **HOURS** | **PYMNT** |  | **PRE-TAX WITHHOLDINGS** | | | **FEDERAL / STATE / PAYROLL TAX** | | |
| **Employee Number** |  | |  | Regular Hours |  |  |  | 401(K) Contribution |  |  | Federal Tax |  |  |
| **Federal Filing Status** |  | |  | Overtime Hours |  |  |  | Other |  |  | State Tax |  |  |
| **Pay Begin Date** |  | |  | Holiday Hours |  |  |  | **POST-TAX DEDUCTIONS** | | | Local Tax |  |  |
| **Pay End Date** |  | |  | Vacation Hours |  |  |  | Insurance Premiums |  |  | Social Security |  |  |
| **Tax Allowance** |  | |  | Sick Time Hours |  | UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |  | Other |  |  | Medicare |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **GROSS** | **CURRENT** | **YTD** |  | **NET** | **CURRENT** | **YTD** |  | **LEAVE TYPE** | **HOURS SPENT** | | **HOURS REMAINING** | **DAYS REMAINING** | |
| Gross Pay |  |  |  | Net Pay |  |  |  | Holidays |  | |  |  | |
| Federal Taxable  Gross Pay |  |  |  |  |  |  |  | Vacation |  | |  |  | |
|  |  |  |  |  |  |  |  | Sick Time |  | |  |  | |
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|  |  |  |  |  |  |  |  | Messages |  | | | | |

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| **REGISTER** | |  |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| **EMPLOYEE NUMBER** | **EMPLOYEE NAME** | **GENDER M/F** | **HIRE DATE** | **JOB TITLE** | **ANNUAL SALARY** | **REGULAR HOURLY RATE** | | **OVERTIME HOURLY RATE** | **PAY FREQUENCY** | **YEARLY HOLIDAYS**  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | **YEARLY VACATION** | **YEARLY SICK DAYS** | **OVERTIME EXEMPTION** |  | |  |  |  |
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|  |  | **PRE-TAX WITHHOLDINGS** | |  |  | **FEDERAL, STATE AND PAYROLL TAXES** | | | |  | **POST-TAX DEDUCTIONS** | |  | |  |  |  |  |
| **EMPLOYEE NUMBER** | **EMPLOYEE NAME** | **FED. FILING STATUS** | **TAX ALLOWANCE** | **401(K) CONTRIBUTION** | **OTHER** | **STATE TAX** | **LOCAL TAX** | | **SOCIAL SECURITY** | **MEDICARE** | **INSURANCE** | **OTHER** | **ADDRESS** | | **CITY** | **STATE** | **ZIP** | **SSN  LAST 4** |
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