**PAYROLL RECEIPT TEMPLATE**

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| **BUSINESS NAME** |  |  |  |  | **PLACE LOGO HERE** |
| Address Line 1 |  |  |  |  |
| Address Line 2 |  |  |  |  |
| City, State, Zip |  |  |  |  |
| Phone |  |  |  |  |
| Web / Email |  |  |  |  |
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| **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 |   |  UNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO |  | 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 |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Messages |   |

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| **REGISTER** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EMPLOYEENUMBER** | **EMPLOYEENAME** | **GENDERM/F** | **HIREDATE** | **JOB TITLE** | **ANNUALSALARY** | **REGULARHOURLY RATE** | **OVERTIMEHOURLY RATE** | **PAYFREQUENCY** | **YEARLYHOLIDAYS**UNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO | **YEARLYVACATION** | **YEARLYSICK DAYS** | **OVERTIMEEXEMPTION** |  |  |  |  |
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|  |  | **PRE-TAX WITHHOLDINGS** |  |  | **FEDERAL, STATE AND PAYROLL TAXES** |  | **POST-TAX DEDUCTIONS** |  |  |  |  |  |
| **EMPLOYEENUMBER** | **EMPLOYEENAME** | **FED.FILING STATUS** | **TAXALLOWANCE** | **401(K)CONTRIBUTION** | **OTHER** | **STATETAX** | **LOCALTAX** | **SOCIALSECURITY** | **MEDICARE** | **INSURANCE** | **OTHER** | **ADDRESS** | **CITY** | **STATE** | **ZIP** | **SSN LAST 4** |
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