**Sample Pay Slip Format**

Company Name: \_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_

Date of payment: ……../……./…………

Pay period: ……/……/……. to ……./……/…….

* Employee’s Name: ……………………………………………………………………………………………………………..
* Employer’s Name: ………………………………………………………………………………………………………………
* Classification/Job Title under the Award: ……………………………………………………….
* Basic Salary……………………
* House Rent Allowance…………….
* Medical………………..
* Utilities…………………..
* Other Benefits ……………….
* Deductions:
* Tax on salary………………….
* Net Salary ………………………………. Transferred to bank account number ………………….

Note: Pay slips must be issued to employees within one working day of the day they are paid.