

INSERT YOUR
LOGO HERE

FINAL PAYCHECK ACKNOWLEDGEMENT

Employee Name (Last, First, & Middle)	Employee ID Number	Date
Title	Supervisor	Department

I, the undersigned, have received my final paycheck from [Company Name] in the total amount of \$[Dollar amount].

The paycheck represents [if applicable]:

Earnings	
Wages	+\$
Accrued Vacation	+\$
Overtime	+\$
Accrued Personal Days	+\$
Other:	+\$
Deductions	
Federal Income Tax	-\$
Social Security	-\$
Medicare	-\$
State Income Tax	-\$
Unemployment Insurance	-\$
Health Insurance	-\$
Other Insurance	-\$
Advances	-\$
Other:	-\$
TOTAL	=\$

[NOTE: This section is optional.] I agree that there is no additional amount owed to me by [Company] as of the date above. However, should I have concerns in the future about the accuracy of my final paycheck, I will bring these concerns to the attention of the Supervisor listed below for resolution.

Employee Signature: _____ Name (print): _____ Date: _____

Supervisor Signature: _____ Name (print): _____ Date: _____

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