**Commission Payment Form**

1. **Employee & Company Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | Apex Marketing Solutions | | |
| **Employee Name** | John Smith | **Employee ID** | MKT-024 |
| **Department** | Sales | **Position** | Senior Sales Executive |
| **Supervisor** | Lisa Brown | **Payment Period** | September 1–30, 2025 |
| **Payment Date** | October 5, 2025 | | |

**2. Sales & Commission Details**

| **Sr. No.** | **Client / Project** | **Invoice No.** | **Sale Amount ($)** | **Commission Rate (%)** | **Commission Earned ($)** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Sunrise Retailers | INV-1123 | 10,000 | 5 | 500 | On-time payment |
| 2 | Nova Textiles | INV-1127 | 15,000 | 4 | 600 | New client |
| 3 | BlueTech Ltd. | INV-1132 | 8,000 | 6 | 480 | Repeat order |
| **Total** | | | 33,000 |  | 1,580 |  |

**3. Deductions & Adjustments**

| **Description** | **Amount ($)** | **Notes** |
| --- | --- | --- |
| Tax Deduction (10%) | 158 | Standard withholding |
| Previous Advance | 100 | Commission advance |
| **Total Deductions** | 258 |  |

**4. Net Commission Payable**

| **Description** | **Amount ($)** |
| --- | --- |
| Gross Commission | 1,580 |
| Total Deductions | 258 |
| **Net Payable Amount** | **1,322** |

**5. Authorization**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Prepared By | Emma Davis |  | 07-Oct-2025 |
| Approved By | Finance Manager |  | 07-Oct-2025 |
| Received By | John Smith |  | 07-Oct-2025 |

**Notes:**

* Commission rates may vary based on sales category, product, or client type.
* All commissions are subject to applicable taxes and company policies.
* The employee must verify the amounts before signing the receipt section.