**Deduction Adjustment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Date:** |  |
| **Prepared By:** |  | | |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Pay Period (Month/Year)** |  | | |

**Section 2: Deduction Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deduction Type** | **Original Amount (PKR)** | **Corrected Amount (PKR)** | **Adjustment (+/-)** | **Remarks** |
| Income Tax | 12,000 | 10,000 |  | Tax over-deducted |
| Health Insurance | 2,500 | 2,500 |  | No change |
| Provident Fund | 5,000 | 6,000 |  | Under-deducted |
| Loan Repayment | 8,000 | 8,000 |  | No change |
| Other (Specify) | 1,500 | 0 |  | Deduction removed |

**Section 3: Adjustment Summary**

| **Description** | **Result (Sample)** |
| --- | --- |
| Total Adjustment | -2,000 |
| Notes | Total of -2,000 indicates a refund due to employee |

**Section 4: Reason for Adjustment**

☐ Clerical error in deduction amount  
☐ Change in employee benefit enrollment  
☐ Tax rate correction  
☐ Loan repayment completed  
☐ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Authorization**

| **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Prepared By |  |  |  |
| Verified By |  |  |  |
| Approved By (HR/Finance Manager) |  |  |  |

**Section 6: For Payroll Use Only**

|  |  |
| --- | --- |
| Payroll System Updated On |  |
| Updated By |  |
| Verified By |  |
| Effective Pay Cycle |  |