**Tax Withholding Correction Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | **Department:** |  |
| **Form No.:** TWCF-2025 |  | **Date:** \_\_\_ / \_\_\_ / 2025 |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation:** | Sales Associate | **Contact Number:** | Sales |

**Section 2: Tax Withholding Details (Before Correction)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tax Type** | **Tax Period** | **Amount Withheld (PKR)** | **Remarks** |
| Income Tax | Jul 2025 | 8,500 | Incorrect rate applied |
| Social Security | Jul 2025 | 3,000 | Correct amount should be lower |
| Professional Tax | Jul 2025 | 200 | — |

**Section 3: Corrected Tax Withholding Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tax Type** | **Correct Amount (PKR)** | **Difference (PKR)** | **Note** |
| Income Tax | 7,000 | =C2-D2 |  |
| Social Security | 2,500 | =C3-D3 |  |
| Professional Tax | 200 | =C4-D4 |  |

**Note:** Formula assumes columns — C = Old Amount, D = Corrected Amount.

**Section 4: Summary of Adjustment**

|  |  |  |
| --- | --- | --- |
| Total Adjustment (PKR) |  | 1,000 |
| Adjusted Payroll Amount | =PreviousPayrollTotal - TotalAdjustment | =150,000 - 1,000 = 149,000 |

**Section 5: Reason for Correction**

☐ Incorrect tax rate applied  
☐ Miscalculated gross earnings  
☐ Late update of tax exemption  
☐ Data entry error  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Authorization and Approval**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Prepared By |  |  | \_\_\_ / \_\_\_ / 2025 |
| Reviewed By (Payroll Officer) |  |  | \_\_\_ / \_\_\_ / 2025 |
| Approved By (Finance Manager) |  |  | \_\_\_ / \_\_\_ / 2025 |

**Section 7: For Payroll Office Use Only**

| **Action Taken** | **Date** | **Remarks** |
| --- | --- | --- |
| Correction Applied | \_\_\_ / \_\_\_ / 2025 |  |
| Payroll Updated | \_\_\_ / \_\_\_ / 2025 |  |
| Confirmed by |  |  |