

Documentation of payment to employees hired by your business

A copy of either #1, #2 or #3 below:

- (1) the front and back of a cancelled payroll check, with paystub; -or-
- (2) an EFT (Electronic Funds Transfer) report for direct deposit payments, with paystub; -or-
- (3) A copy of the 941 report issued by the Small Business to government for the quarter, showing the employee name(s) and payment amounts.

Employee Pay Stub										
Company Name										
123 Street Name										
Town, FL 10010										
Employee Information:		SSN/Employee ID			Pay Period			Pay Date		
James Smith		XXX-XX-XXXX			01/01/2022 - 01/15/2022			01/17/2022		
123 Road Way										
Town, FL 10010										
(000) 000-0000										
Earnings					Deductions					
Earnings Type:	Rate:	Current Period:		Year-to-Date:		Deduction Type:	Current Period:		Year-to-Date:	
		Total Hours Worked:	Total Earnings:	Total Hours Worked:	Total Earnings:		Total Hours Worked:	Total Earnings:	Total Hours Worked:	Total Earnings:
Regular						Social Security				
Overtime						Medicare				
Commission						Federal Tax				
Bonus						State Tax				
Other Earnings						Local Tax				
						Insurance				
						401(k)				
						Other Deductions				
Gross Pay					Net Pay					
Time-Off Balances										
		Accrued:		Taken:		Remaining:				
Vacation Leave/PTO										
Sick Leave										

Cash payments and certain electronic transactions are discouraged, since the record of gross and net payment (to show the deduction of payroll taxes or benefits) is generally not supported by apps such as Cashapp, Venmo or Facebook Marketplace.

Please reach out to your assigned Technical Assistance Partner if you have questions about a method of personnel payment you are considering to charge to the Small Business Grant.