

\_\_\_\_\_年 Year \_\_\_\_\_月 Month  
**薪資明細表(參考樣例) Salary Slip (Sample)**

外國人姓名 Name : \_\_\_\_\_

護照號碼 Passport : \_\_\_\_\_

工資給付日期 Payday : \_\_\_\_\_年 Yr \_\_\_\_\_月 Mo \_\_\_\_\_日 Date

	項目 Item	金額 Amount (幣別 currency)	<input type="checkbox"/> 新臺幣 NTS <input type="checkbox"/> 其他 (請註明) Other ____ ) please describe
應領金額 Due Amount	工資 Salary		
	加班費 Overtime Pay		
	其他 (請註明) Other (please		
	其他 (請註明) Other (please		
	合計 Subtotal		
扣款金額 Deduction	全民健康保險費 National Insurance		
	勞工保險費 Labor Insurance		
	所得稅 Income Tax		
	膳宿費 Board and Housing		
	職工福利金 Employee' s Benefit		
	依法院或行政執行機關之扣押命令所扣押之金額 Derived from the penalty of court or administrative authorities		
	合計 Subtotal		
實領金額 Net Total			
工資給付方式 Paid By		<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 票據 (匯票、支票、本票) Note (remittance、check、promissory note) <input type="checkbox"/> 其他方式 (請註明) Other _____ ( please describe)	

外國人簽名 Signature : \_\_\_\_\_

雇主名稱 Employers' Signature : \_\_\_\_\_

備註 Note :

- 1、外國人應依我國法令規定負擔全民健康保險費、勞工保險費或所得稅。  
Foreign workers shall pay national insurance fee, labor insurance fee, or income tax according to the law.
- 2、膳宿費應由勞資雙方於外國人入國前議定，並於勞動契約內訂定之，且其數額應合理訂定。  
Board and housing fees should be settled and stipulated on the employment contract before foreign workers enter Taiwan, and the amount should be reasonable.
- 3、家庭類外國人之雇主**不得**替外國人扣繳所得稅款，事業類外國人之雇主應依所得稅法相關規定辦理扣繳所得稅款事宜。  
Employers should not deduct tax for domestic helpers; Employers of business category workers shall deduct tax according to the law.
- 4、外國人工資除其應負擔之項目及金額外，雇主應全額以現金直接給付；若以其他方式給付者，務必註明以何種方式給付（如匯款、支票），並提供相關證明文件，交予外國人收存，並自行保存1份。  
Employer should pay in cash expect for the due amount of workers; If salary were paid by other way, please write down (remittance、check...) and give related certificate to workers and self.
5. 本薪資明細表應於發放工資時，同時交由外國人保存，雇主並應自行保存5年。  
This slip should be given to the foreign workers while paying the salary. And the employers should keep the salary slips for five years.
6. 雇主如未檢附中文及外國人母國文字之薪資明細表或未全額給付工資，將廢止其招募許可及聘僱許可之一部或全部，並處新臺幣6萬元以上30萬元以下罰鍰，且其後續申請案將予以管制2年不予許可。  
If the employers are not able to give salary slip in both Chinese as well as foreign workers' mother tongue or pay full amount of salary, ones are subject to be abolished the recruitment permit or employment permit and be fined \$60,000 up to \$300,000 NT dollars; and the following application will be imposed restrictions for 2 years.