Record of Payment of Unpaid Wages by Employer

(This Form should be completed in respect of wages due to employees arising from contraventions of employment legislation)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer Details** | Employer Name: |  | | | | | | | | |
|  | | | | | | | | | |
| Registration Number: | |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Details** | Surname |  |  | | | | | | | | |
| Forename |  |  | | | | | | | | |
|  |  |  | | | | | | | | |
| PPS No |  | |  |  |  |  |  |  |  |  |

**Unpaid wages have been paid in respect of:**

|  |  |
| --- | --- |
| Payment breakdown | Gross Amount  (Before Tax & other Deductions) |
| Wages / Salary[[1]](#footnote-1) | € |
| Sunday Premium / Public Holidays/ Annual Leave | € |
| **Total payment** | **€** |

Payment Date:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Method of Payment: | Cheque |  |  | Cash |  |  | EFT |  |  | Other |  |

**Please attach a copy of the payslip(s) including the above payment.**

|  |  |
| --- | --- |
| I declare that the above information in relation to unpaid wages is correct and has been paid to me: (please tick) |  |

Employee Signature: Date:

Employer Signature: Date:

1. This includes payments for non-payment of minimum wage rates set out in the National Minimum Wage Act, Employment Regulation Orders or Sectoral Employment Orders, allowances, subsistence and overtime, unauthorised deductions from pay and non-payment of wages. [↑](#footnote-ref-1)