



An Coimisiún um Chaidreamh san Áit Oibre  
Workplace Relations Commission

### 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)

<b>Employer Details</b>	Employer Name:	_____							
	Registration Number:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							
<b>Employee Details</b>	Surname	_____							
	Forename	_____							
	PPS No	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							

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

Payment breakdown	Gross Amount (Before Tax & other Deductions)
Wages / Salary <sup>1</sup>	€ _____
Sunday Premium / Public Holidays/ Annual Leave	€ _____
<b>Total payment</b>	€ _____

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: \_\_\_\_\_

<sup>1</sup> 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.