第2号様式（第4条関係）

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| 職員別給与簿  年 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所属 | | | | | | | | | | | | | | | 住所 | | | | | | | | | | | | | | | 氏名（生年月日）  年　　月　　日生 | | | | | | | | | 異動に伴う手当 | | | | | | 調整手当特殊勤務手当に準ずる手当 | | | | | ％ | | 年　月　日 | | |
| 変更所属 | | | | | | | | | | | | | | | 変更住所 | | | | | | | | | | | | | | | 住民税月割額 | | | | | | 5月以前 | | | | | 6月 | | | 7月以降 | |
| 任免事項 | | | | | | | | | | | | | | | | | | | | | | | | | | | 変更月日 | | | 扶養手当 | | 住居手当 | | 通勤手当 | | | 単身赴任手当 | 前年の年末調整に基づき繰り越した過不足税額 | | | | | | | | | | | | | | | | | | | | | 過納額 | | |  | | | | | | 年末調整 | | 区分 | | | | | | 金額 | | | 税額 | | | | 区分 | | | | | | 税額 |
| 発令年月日 | | | | | | 発令事項 | | | | 給料表 | 級号給 | | | | 調整額 | | 給料の月額 | | 時間外勤務手当等 | | | | | | | | 不足額 | | |  | | | | | | 年間給与額と税額の各合計 | | | | | |  | | |  | | | | 精算  不足額の | 本年最後の給与から徴収する税額 | | | | |  |
| 扶養控除等申告関係 | | 申告の有無 | | 変更月日 | | | 控除対象配偶者 | | | 一般の扶養親族 | | | 特定扶養親族 | | | | 老人扶養親族 | | | | | 障害者等  （該当を○で囲む） | | | | | | | 配偶者の有無 | 給与所得控除後の給与の金額 | | | | | |  | | |  | | | |
|  |  | |  |  | |  | | 同居老親等 | | | その他 | | 社会保険料の控除額 | | | 給与控除分 | | |  | | |  | | | |
| 翌年に繰り越して徴収する税額 | | | | |  |
| 一般 | | 老人 | 本人申告分 | | |  | | |  | | | |
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| 超過額の精算 | 本年最後の給与の徴収税額への充当額 | | | | |  |
| 生命保険料の控除額 | | | | | |  | | |  | | | |
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| 損害保険料の控除額 | | | | | |  | | |  | | | |
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| 配偶者控除額･扶養控除額･基礎控除額及び障害者等控除額の合計額 | | | | | |  | | |  | | | |
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| 同上のうち | | 本年還付する税額 | | |  |
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| 従たる給与から控除する控除対象配偶者と扶養親族との合計数 | | | | | | | | | | | | | | 月　　　日 | | | | | | | | | 月　　　日 | | | | | 翌年還付する税額 | | |  |
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| 給与期間 | | | 減額 | | | | | 俸給支給額 | | | | 加給額 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 給与支給総額 | | | | 控除額 | | | | | | | | | | | | | | | | | | | | | 現金支給額 | | | | 備考 | | | | | | | | |
| 時間 | | | 金額 | | 扶養手当 | | | 調整手当 | | 管理職手当 | | | 住居手当 | | | 単身赴任手当 | | 時間外勤務手当等 | | | | | | | | | | | | | | | その他 | | | | | 宿日直手当 | | | 通勤手当 | | | | 共済組合 | | | | | | | 被課税金額 | | 所得税 | | | 宿舎費 | | 住民税 | その他 | | | 計 | | |
| 25 | | | 125 | | 135 | | 150 | | | 160 | | | 金額 | | 短期掛金 | | | | 長期掛金 | | |
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| 合計 | | |  | | |  | |  | | | |  | | |  | |  | | |  | | |  | |  | | |  | |  | |  | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | |  | | | |  | | |  | |  | | |  | |  |  | | |  | | |  | | | |  | | | | | | | | |