[Company name]

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Dividend Voucher

[Company name] - [Company registration number]

Voucher number: [number] · Date: [date]

Dividend details

Shareholder	[Full name]
Address	[Address]
Share class and holding	[e.g. 100 Ordinary shares]
Dividend per share	[Amount] [Currency]
Total dividend paid	[Amount] [Currency]
Tax year	[Year]
Payment date	[Date]
Payment method	[Bank transfer / cheque]

Declaration

We confirm that this dividend was declared by the directors on [date], that the company had sufficient distributable profits, and that the shareholder named above is entitled to the amount shown.

Sign-off

Director name	Director signature	Date

Note: dividend rules, tax treatment and paperwork requirements differ by country. Check the law that applies to you - this template is not tax advice.