**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Dividend Voucher

[Company name] - [Company registration number]
**Voucher number:** [number] · **Date:** [date]

**Dividend details**
**Shareholder:** _____
**Address:** _____
**Share class and holding:** _____
**Dividend per share:** _____
**Total dividend paid:** _____
**Tax year:** _____
**Payment date:** _____
**Payment method:** _____

**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.**