[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.