

# BANK TRANSFER PAYMENT ORDER

## Company Details

Company Name	[Your Company Name]
Address	[Company Address Here]
Contact Person	[Name & Phone Number]

## Supplier Bank Details

Supplier Name	[Supplier Name]
Bank Name	[Bank Name]
Bank Branch	[Branch Name/Location]
Account Name	[Account Holder Name]
Account Number	[Account Number]
IFSC/SWIFT Code	[IFSC or SWIFT Code]

## Payment Details

Payment Amount	[Amount in Figures] ([Amount in Words])
Currency	[Currency]
Invoice Number(s)	[List of Invoice Number(s)]
Purpose / Description	[Payment Description]
Payment Date	[Date]

Authorized Signatory

\_\_\_\_\_  
Date

## Important Notes:

- Ensure supplier bank details are accurately verified before processing any payment.
- This form should be completed and approved as per company policy before transfer initiation.
- Attach supporting documents such as invoice(s), purchase orders, and approval memos.
- Maintain confidentiality and security of bank information at all times.
- Retain the completed form for audit and compliance purposes.

