NEFT Payment Instruction Format Guide

Payer/Remitter Details

Name	[Payer's Name]
Account Number	[Payer's Account Number]
Bank Name	[Payer's Bank Name]
Branch	[Payer's Branch Name]

Payee/Beneficiary Details

Name of Beneficiary	[Beneficiary Name]
Account Number	[Beneficiary Account Number]
Bank Name	[Beneficiary Bank Name]
Branch	[Beneficiary Branch]
IFSC Code	[Beneficiary IFSC Code]

Transfer Details

Amount to be Transferred (â‚¹)	[Amount in Numbers]
Amount (in words)	[Amount in Words]
Purpose of Payment	[Reason / Details]
Date of Transfer	[DD/MM/YYYY]

Authorized Signatory (Remitter):

_____
Date: _____
Bank Official (For Bank use only):

_____
Date: _____

Important Notes:

- Ensure all details, especially account numbers and IFSC codes, are filled correctly to avoid failed or misrouted transactions.
- This form must be signed by the authorized account holder(s).
- Attach supporting documents, if any, as required by the bank.
- Banks may not process incomplete or illegible forms.
- All NEFT payments are subject to applicable RBI regulations and bank policies.