

# Payment Instruction for Salary Transfers

## GENERAL DETAILS

Company Name:	XYZ Technologies Pvt. Ltd.
Company Account Number:	123456789012
Bank Name:	ABC Bank
Branch:	Main City Branch
IFSC Code:	ABC0001234
Salary Month:	June 2024
Date of Payment:	30-June-2024

## SALARY TRANSFER DETAILS

S/N	Employee Name	Account Number	Bank & Branch	IFSC	Amount (INR)
1	Amit Kumar	223344556677	ABC Bank, Newtown Branch	ABC0000987	45,000
2	Pooja Singh	334455667788	DEF Bank, City Center Branch	DEF0005678	52,300
3	Rahul S.	445566778899	PQR Bank, Metro Branch	PQR0002468	38,150
Total					135,450

Authorized Signatory

Date

## IMPORTANT NOTES

- Ensure all beneficiary account numbers and IFSC codes are accurate before submission.
- This document should be duly authorized and submitted as per the bank's prescribed format.
- Retain a copy of the signed instruction for your records and future reference.
- Any discrepancies in salary credit should be reported to HR/Accounts promptly.
- Timely submission is essential to avoid delays in employee salary transfers.