

Employee Payroll Disbursement Document

Document No.:
PRD-01234

Disbursement Date:
2024-06-15

Employee Information

Employee Name:
John Doe

Employee ID:
EMP-7890

Department:
Finance

Designation:
Senior Accountant

Bank Account No.:
0123456789

Payroll Summary

Earnings	Amount	Deductions	Amount
Basic Salary	â,¹ 50,000	Provident Fund	â,¹ 3,000
HRA	â,¹ 15,000	Tax Deduction	â,¹ 4,500
Conveyance	â,¹ 5,000	Other Deductions	â,¹ 1,000
Total Earnings	â,¹ 70,000	Total Deductions	â,¹ 8,500
Net Pay (in words)			â,¹ 61,500 (Sixty One Thousand Five Hundred Only)

Payout Authorization

Prepared By:
Jane Smith

Approved By:
Mark Lee

Authorized Signature:

Important Notes

- This document serves as an official record for payroll disbursement.
- Please verify all personal and salary details before signing.
- Contact the HR department in case of any discrepancies.
- This record must be retained for future reference and audit purposes.