

# Annual Payroll Arrears Statement

**Employee Name:** John Doe  
**Employee ID:** EMP/12345  
**Designation:** Senior Accountant  
**Department:** Finance  
**Financial Year:** 2023-2024  
**Date of Statement:** 12 June 2024

## Summary of Arrears Paid

Month	Basic Pay Arrears	Allowance Arrears	Deductions	Net Amount Paid	Date Paid
April 2023	â,¹ 2,000	â,¹ 800	â,¹ 250	â,¹ 2,550	15-May-2023
May 2023	â,¹ 2,000	â,¹ 800	â,¹ 250	â,¹ 2,550	20-Jun-2023
June 2023	â,¹ 2,000	â,¹ 800	â,¹ 250	â,¹ 2,550	15-Jul-2023
Total	â,¹ 6,000	â,¹ 2,400	â,¹ 750	â,¹ 7,650	-

## Details of Deductions

Type of Deduction	Amount
Income Tax	â,¹ 400
Provident Fund	â,¹ 200
Professional Tax	â,¹ 150
Total	â,¹ 750

**Authorized Signatory**  
(HR Manager)

## Important Notes:

- This statement reflects only the arrears paid during the financial year specified above.
- Employee is advised to verify the details and report discrepancies within 7 working days.
- Arrears are subject to applicable statutory deductions as per government norms.
- This document should be preserved for income tax and audit purposes.