

Payroll Payment Batch Approval Form

Batch Number:

Date Prepared:

Prepared By:

Payroll Period:

Total Employees:

Total Amount:

Employee Payment Details

#	Employee Name	Employee ID	Net Pay	Bank Account	Remarks
1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
3	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Approvals

Role	Name	Signature	Date
Prepared By	<div></div>	<div></div>	<div></div>
Checked By	<div></div>	<div></div>	<div></div>
Approved By	<div></div>	<div></div>	<div></div>

Important Notes

- This form authorizes execution of the listed payroll payments after all required approvals are obtained.
- Ensure all employee payment information and totals are reviewed for accuracy before submission.
- Unauthorized changes or omissions may result in payment delays or compliance issues.
- Retain this form as an official record for audits and reconciliation purposes.