

ABC Corporation
123 Main Street, Business City, Country
Contact: (123) 456-7890 | www.abccorp.com

Bank Advice for Payroll Disbursement

Date: 2024-06-30 **Advice No.:** PR-202406-001
Bank Name: XYZ Bank **Branch:** Main Branch
Account Name: ABC Corporation Payroll **Account No.:** 00123456789

#	Employee Name	Employee ID	Bank Account No.	Amount (USD)	Remarks
1	John Doe	EMP-001	12345678901	2,500.00	Salary June 2024
2	Jane Smith	EMP-002	10987654321	2,750.00	Salary June 2024
3	Michael Chan	EMP-003	56789123456	2,600.00	Salary June 2024
Total			7,850.00		

Purpose of Disbursement: Salary Payment for June 2024

Requested Release Date: 2024-07-01

Prepared By
(Name & Signature)

Approved By
(Name & Signature)

Important Notes:

- This document serves as official instruction to the bank for payroll processing.
- Verify all employee and account details to avoid transaction errors.
- The total disbursement amount should match the sum of individual payments.
- Retain a signed copy of this advice for internal record and audit purposes.