Employee Payroll Data Verification Format

Employee Information

Employee Name	_____
Employee ID	_____
Department	_____
Designation	_____
Date of Joining	_____

Payroll Details

Bank Account Number	_____
Bank Name & Branch	_____
PAN Number	_____
PF Number	_____
ESIC Number	_____
Gross Salary (per month)	Rs. _____
Deductions	Rs. _____
Net Payable	Rs. _____

Declaration

I hereby confirm that the above payroll related particulars have been reviewed and are accurate to the best of my knowledge.

_____

Employee Signature

_____

Verified By (HR/Payroll)

_____

Date

Important Notes

- Ensure all information provided is correct and matches supporting documents.
- This document is crucial for accurate payroll processing and statutory compliance.
- Any discrepancies should be reported immediately to the HR or Payroll department.
- Keep a copy of this document for future reference.
- Unauthorized changes or falsification of data may lead to disciplinary action.