

Arrear Payment Statement

Statement Number:

Enter statement number

Date:**Employee Name:**

Enter employee name

Employee ID:

Enter employee ID

Department:

Enter department

Designation:

Enter designation

Payment Details:

| Month & Year | Basic Pay | Allowances | Deductions | Net Payable | Remarks |
|--------------------------|-----------|------------|------------|--------------|---------|
| MM/YYYY | Amount | Amount | Amount | Amount | - |
| MM/YYYY | Amount | Amount | Amount | Amount | - |
| Total Net Payable | | | | Total | |

Prepared By:

Name

Checked By:

Name

Authorized By:

Name

Employee Acknowledgement:

Employee Signature

Important Notes:

- This statement is intended for documenting the payment of pending arrears to employees.
- Amounts entered must be verified and supported by relevant records.
- Both preparation and authorization are required before disbursement.
- Employee acknowledgement is mandatory to confirm receipt.
- Keep a copy of this statement for both HR and employee records.