

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.