

PAYROLL DEDUCTION & EMPLOYEE RECEIVABLE LEDGER

Official Internal Accounts Record

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

LEDGER START DATE:

AGREEMENT REF NO:

TERMS / FREQUENCY:

TOTAL RECEIVABLE AMOUNT

TOTAL DEDUCTIONS TO DATE

OUTSTANDING BALANCE

[illegible]

DATE	REF / PAY PERIOD	DESCRIPTION / PARTICULARS	DEBIT (+ RECEIVABLE)	CREDIT (- DEDUCTION)	OUTSTANDING BALANCE	INIT

EMPLOYEE SIGNATURE

Date: _____

AUTHORIZED PAYROLL OFFICER

Date: _____