

# STANDARD PAYMENT SUMMARY RECORD SHEET

ENTITY / EMPLOYER:  
 ADDRESS:  
 TAX / REGISTRATION NO:

RECIPIENT NAME:  
 ID / REFERENCE NO:  
 PERIOD COVERED:

DATE	DESCRIPTION / PARTICULARS	REF NO.	GROSS AMOUNT	DEDUCTIONS	NET PAID
<b>TOTALS</b>					

PREPARED BY (NAME & SIGNATURE)

DATE

AUTHORIZED APPROVAL (NAME & SIGNATURE)

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DATE