

# Payroll Check Request Form

## Employee Information

- Employee Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Contact Number: \_\_\_\_\_

## Request Details

- Reason for Check Request:
  - Salary Adjustment
  - Overtime Payment
  - Bonus Payment
  - Reimbursement
  - Other: \_\_\_\_\_
- Amount Requested: \_\_\_\_\_
- Pay Period: From \_\_\_\_\_ To \_\_\_\_\_

## Manager Approval

- Manager's Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

## Payroll Department Use Only

Request Type	Amount	Payment Method	Comments
