**Bonus or Incentive Payment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Form ID:** |  |
| **Date:** |  |  |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | John Doe | **Job Title** | Sales Executive |
| **Department** | Sales | **Supervisor/Manager** | Sarah Thompson |

**Bonus / Incentive Details**

| **Description** | **Type** | **Criteria/Target** | **Actual Performance** | **Bonus %** | **Bonus Amount** |
| --- | --- | --- | --- | --- | --- |
| Quarterly Sales Target | Performance Bonus | $50,000 | $55,000 | 10% |  |
| Customer Retention | Incentive | 90% retention | 95% | 5% |  |
| Referral Bonus | Fixed | 3 referrals | 3 | - |  |
| **Total Bonus / Incentive** |  |  |  |  |  |

**Approval Section**

| **Level** | **Name / Signature** | **Date** | **Remarks** |
| --- | --- | --- | --- |
| Supervisor Approval |  |  |  |
| Department Head |  |  |  |
| HR / Payroll Officer |  |  |  |

**Payment Information**

| **Field** | **Details / Sample Entry** |
| --- | --- |
| Payment Method | Bank Transfer / Cheque / Cash |
| Bank Account No. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Payment Date | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| Total Payable Amount | =F7 |
| Payroll Reference No. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Employee Acknowledgment**

I acknowledge receipt of the above-mentioned bonus/incentive and confirm that the information provided is accurate.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_