**Direct Deposit Correction Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | GreenLeaf Industries Pvt. Ltd. | **Department:** | Human Resources / Payroll |
| **Form No.:** | DD-CORR/2025/014 | **Date:** | 13-Oct-2025 |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation:** | Sales Associate | **Department:** | Sales |
| **Contact Number:** |  | **Email Address:** | ali.raza@greenleaf.com |

**Section 2: Correction Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pay Period Affected:** | September 2025 | **Original Deposit Date:** | 05-Oct-2025 |
| **Net Pay Amount:** | PKR 95,000 | | |
| **Error Type:** | ☐ Wrong Account Number ☐ Wrong Bank ☐ Incorrect Amount ☑ Other (Specify Below) | | |
| **Details of Error:** | Employee’s salary was deposited into an inactive account. | | |
| **Corrective Action Required:** | Cancel previous transaction and reissue deposit to correct account. | | |

**Section 3: Correct Bank Account Information**

|  |  |  |
| --- | --- | --- |
| **Field** | **Previous Account Details** | **Correct Account Details** |
| **Bank Name:** | Allied Bank | Habib Bank Limited |
| **Branch:** | DHA Phase 2 | Gulshan Block 4 |
| **Account Title:** | Ali Raza | Ali Raza |
| **Account Number:** | 0112-5678901234 | 0021-9876543210 |
| **IBAN (if applicable):** | PK12ABPA01125678901234 | PK34HABB00219876543210 |

**Section 4: Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Person** | **Designation** | **Signature** | **Date** |
| **Prepared By:** | Payroll Officer | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| **Verified By:** | HR Manager | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| **Approved By:** | Finance Director | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |
| **Prepared By:** | Payroll Officer | \_\_\_\_\_\_\_\_\_\_\_ | 13-Oct-2025 |

**Section 5: For Payroll Office Use Only**

| **Field** | **Details** |
| --- | --- |
| **Correction Processed On:** | 15-Oct-2025 |
| **Transaction Reference No.:** | HBL-TXN-2025-8714 |
| **Payroll Officer Name:** | Sara Malik |
| **Remarks:** | Direct deposit corrected successfully and reissued. |

**Section 6: Employee Acknowledgment**

I confirm that I have reviewed the corrected bank details and authorize the company to proceed with the deposit to my new account.

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