**Full and Final Payment Authorization Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Address:** |  | **Contact:** |  |
| **Date:** |  |  |  |

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Employee ID |  |
| Department |  | Designation |  |
| Date of Joining |  | Last Working Day |  |
| **Reason for Separation** | **☐ Resignation ☐ Termination ☐ Retirement ☐ Contract End ☐ Other:** | | |

**Section 1: Financial Settlement Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Unpaid Salary/Wages |  | Leave Encashment |  |
| Bonus/Performance Incentive |  | Reimbursements (if any) |  |
| Gratuity / Provident Fund |  | Deductions (Loans/Advances) |  |
| Other Adjustments |  | **Total Payable** |  |

**Section 2: Departmental Clearances**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Clearance Status** | **Authorized Signature** | **Date** |
| HR Department | ☐ Cleared ☐ Pending |  |  |
| Finance Department | ☐ Cleared ☐ Pending |  |  |
| IT Department | ☐ Cleared ☐ Pending |  |  |
| Admin / Assets | ☐ Cleared ☐ Pending |  |  |
| Supervisor / HOD | ☐ Cleared ☐ Pending |  |  |

**Section 3: Authorization and Acknowledgment**

**Finance Confirmation:**  
All dues verified and approved for disbursement.

**Authorized By (Finance):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_

**Employee Acknowledgment:**  
I acknowledge receipt of my full and final payment and confirm that no further claims are pending against the organization.

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

**Excel Notes (for automation)**

* **Total Payable:** =SUM(B2:B7)
* **Net Pay after deductions:** =B8-B7 (if deductions listed separately)
* Use **data validation** for clearance statuses (dropdown: *Cleared / Pending*)