

Payment Receipt

Written proof that a payment was received — who paid, how much, when, for what, and by which method — signed by the person who received the money.

SAMPLE · finsafe.space

1. Receipt number and date

A unique number and the date received, so the receipt can be tracked and matched to a payment.

2. Payer

Names the person or business who made the payment.

3. Receiver

Names the person or business who received the money and who signs the receipt.

4. Amount and currency

States the exact sum received, in words and figures where possible to avoid alteration.

5. Purpose

Links the payment to a specific invoice, loan, or reason so it cannot be claimed for something else.

6. Payment method

Records how the money moved — cash, transfer, or wallet — supporting the paper trail.

7. Reference number

Captures the bank or wallet transaction reference where one exists, tying digital records to the receipt.

8. Installment and balance

For part-payments, notes which installment this is and the outstanding balance that remains.

9. Signature

The receiver's signature confirming the money was actually received.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

This is a sample layout for reference only — create your own free document at finsafe.space. Not legal advice.

PREVIEW