Payment Receipt

Proof that a payment was received. Use it as a general receipt or as a rent receipt.

Type of receipt

☐ Payment receipt ☐ Rent receipt

Receipt number | Date received | Payment for

Payer and payee

Received from (payer) | Payer address

Received by (payee, title) | Payee address

Payment

Subtotal ($) | Sales tax ($, if any) | Total received ($) | Balance due ($)

Total received in words | Check or reference number

Payment method

☐ Cash ☐ Check ☐ Money order ☐ Card ☐ Bank transfer ☐ Other

Rent receipts only

Rental property address and unit | Rent period from | Rent period to

Monthly rent ($) | Late fees ($) | Other charges ($, e.g. parking, utilities)

I acknowledge that I received the payment described above.

Payee

Place | Date

Signature Payee

Name in block letters

Give the original to the payer and keep a copy for your records.