

Declaration template – Gratuity

Under the Payment of Gratuity Act, 1972

(or) for the Code on Social Security (to be notified)

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Please find below the Template which needs to be obtained along with Form L, where the employee is eligible to receive Gratuity.

This declaration will help in:

- 1. Computing the amount of Gratuity to be payable**
- 2. Computing the amount of Ex-gratia if paid more than the mandatory Gratuity, which will be taxable**
- 3. To know which Bank account the Gratuity will be disbursed**

File the declaration along with the Form – L for future reference.

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Feature Writer, Skill Enhancer & Webinar Specialist

Declaration by the Employee
[please tick (✓) whichever is applicable (any one)]

1) I, (Emp.Code_____) hereby confirm that I have not claimed tax benefit accruing out of Gratuity claim from any of the previous organizations where I had served prior to joining.....

OR

2) I, hereby state and confirm that I have claimed Tax-free Gratuity from my previous organizations (as per the details below) where I served prior to joining this Organization.....

Sl. No	Organization	FY	Gratuity received (Rs.)	Exemption (Rs.)
1				
2				

3) I state the above declaration and declare that the consequence thereof arising out of this declaration, will be borne by me.

Employee Full Name and Emp. Code
Department and Designation
PAN / AADHAR
Communication address at the time of declaring

Bank Account Details: Request you to credit the Gratuity proceedings through NEFT to the following Bank Account of mine:

Account Number & Type

IFSC Code

Bank & Branch

(Employee Signature)