

Gratuity Claim Form Sample for Deceased Employee

Download a comprehensive **gratuity claim form sample** designed specifically for the legal heirs of a deceased employee. This form ensures a smooth and efficient process for claiming entitled benefits. It provides clear sections for all necessary details to facilitate faster approval.

1. Personal Details of Deceased Employee

Name of Employee:

Employee ID/Number:

Designation:

Department:

Date of Joining:

Date of Death:

2. Details of Legal Heir(s)

Name:

Relation to Deceased:

Address:

Contact Number:

Email (if any):

3. Claim Amount Details

Period of Service (in years):

Last Basic Salary Drawn:

Claim Amount (as per entitlement):

4. Bank Account Details (of Legal Heir)

Bank Name:

Account Number:

IFSC Code:

5. Documents Attached

- ☐ Death Certificate (Attested Copy)
- ☐ Relationship Proof/Certificate
- ☐ ID Proof of Legal Heir
- ☐ Proof of Employment
- ☐ Cancelled Cheque / Bank Passbook Copy

☐ Other (specify):

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge. I undertake to indemnify the organization for any loss or dispute arising due to incorrect information provided herein.

Date:

Signature of Claimant:

Submit Claim

Note: Attach self-attested photocopies of all relevant documents along with this form for timely processing.