

Gratuity Claim Form

This **gratuity claim form** sample provides a clear template for employees to request their gratuity benefits, complete with detailed annexures for necessary documentation. It ensures that all required information is systematically captured to facilitate smooth processing. Using this form helps streamline the submission and approval process efficiently.

1. Employee Details

| | |
|------------------------|--------------------|
| Full Name | _____ |
| Employee ID | _____ |
| Date of Joining | ____ / ____ / ____ |
| Date of Leaving | ____ / ____ / ____ |
| Department/Designation | _____ |
| Contact Number | _____ |
| Email Address | _____ |
| Permanent Address | _____ |

2. Gratuity Payment Details

| | |
|--------------------------------------|---|
| Total Period of Service | _____ Years _____ Months |
| Last Drawn Basic Salary | ₹, _____ |
| Gratuity Amount Claimed | ₹, _____ |
| Mode of Payment | <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Other |
| Bank Account Details (if applicable) | Bank Name: _____ Account Number: _____ IFSC Code: _____ |

3. Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I request for the release of my gratuity benefit as per company policy.

Signature of Claimant: _____
Date: _____ / _____ / _____

Annexure A: Document Checklist

- Copy of relieving/acceptance letter
- Copy of last drawn salary statement
- Copy of approved resignation letter
- Identity proof (Aadhar/PAN/Passport)
- Bank account proof/cancelled cheque
- Service certificate (if required)

Annexure B: For Office Use Only

| | |
|---------------------------------|--------------------|
| Received By | _____ |
| Date of Receipt | ____ / ____ / ____ |
| Verified Document | Yes / No |
| Gratuity Amount Approved | â,¹ _____ |
| Approval Signature | _____ |
| Date of Approval | ____ / ____ / ____ |