

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	â‚¹ _____
Gratuity Amount Claimed	â‚¹ _____
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	____ / ____ / _____