

# Payroll & Benefits Documents (Tamil Nadu, India)

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### ## 1. Tax Forms

#### ### Income Tax Declaration (Form 12BB)

Employees must submit Form 12BB to declare tax-saving investments such as rent, LIC premium, and education loans.

#### ### Form 16

Issued by the employer, Form 16 is required for income tax filing, showing salary details and TDS deducted.

#### ### Professional Tax (PT)

A state-imposed tax applicable in Tamil Nadu, deducted from salaries as per state slabs.

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### ## 2. Direct Deposit Form

Employees must provide their banking details for salary transfers:

- \*\*Employee Full Name:\*\* [Employee Name]
- \*\*Bank Name:\*\* [Bank Name]
- \*\*Branch Name:\*\* [Branch Name]
- \*\*Account Number:\*\* [Account Number]
- \*\*IFSC Code:\*\* [IFSC Code]
- \*\*Account Type:\*\* [Savings/Current]
- \*\*Employee Signature:\*\* [Signature]

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### ## 3. Salary Breakup & Compensation Details

\*\*Monthly Salary:\*\* INR 50,000

Component	Amount (INR)
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Basic Salary	INR 25,000
House Rent Allowance (HRA)	INR 10,000
Provident Fund (Employer Contribution)	INR 3,000
Provident Fund (Employee Contribution)	INR 3,000
Professional Tax	INR 200
Medical Allowance	INR 2,000
Special Allowance	INR 5,000
Gross Salary	INR 50,000
Tax Deductions (As per IT slabs)	(-) INR X
Net Salary (Take Home)	INR X

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## ## 4. Benefits Enrollment Guide

### ### \*\*Provident Fund (PF)\*\*

- \*\*Employer Contribution:\*\* 12% of Basic Salary
- \*\*Employee Contribution:\*\* 12% of Basic Salary
- \*\*Withdrawal:\*\* Allowed after 5 years of service

### ### \*\*Health Insurance\*\*

- Coverage of INR 5,00,000 per annum for employees and dependents

### ### \*\*Other Benefits\*\*

- Annual Bonus as per company policy
- Paid Leave: 24 days annually (12 annual leave, 6 sick leave, 6 casual leave)
- Gratuity after 5 years of service

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## ## 5. Expense Reimbursement Policy

### \*\*Eligible Expenses:\*\*

- Travel & Accommodation for work trips
- Office supplies
- Internet reimbursement for remote employees

**\*\*Reimbursement Process:\*\***

1. Submit a request via the HR portal
2. Attach necessary receipts
3. Approval by Reporting Manager
4. Reimbursement is processed with the next salary cycle

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**## \*\*Acknowledgment & Signature\*\***

I, **\*\*[Employee Full Name]\*\***, acknowledge that I have read and understood the payroll, benefits, and reimbursement policies.

**\*\*Employee Name:\*\*** \_\_\_\_\_

**\*\*Employee Signature:\*\*** \_\_\_\_\_

**\*\*Date:\*\*** \_\_\_\_\_