

Exemption Declaration for House Rent Allowance (HRA)

To,

The HR Manager

[Company Name]

[Company Address]

Subject: Declaration for Exemption of House Rent Allowance (HRA)

I, [Employee Name], employed as [Designation] (Employee ID: [Emp. ID]) in your organization, hereby declare that I am residing at the following address:

Residential Address:

[Full Residential Address]

I am paying a monthly rent of **Rs. [Amount]** to **[Landlord's Name]** (if applicable: PAN of Landlord: [Landlord's PAN, required if annual rent exceeds Rs. 1,00,000]).

The rent is paid via **[mode of payment, e.g. bank transfer/cash]**.

I kindly request you to consider exemption for HRA while deducting tax from my salary as per Section 10(13A) of the Income Tax Act, 1961.

Date: __ / __ / __

Signature: _____
Name: [Employee Name]

Important Notes:

- This declaration is to be submitted to the employer along with proof of rent payments (e.g., rent receipts).
- PAN of the landlord is mandatory if annual rent exceeds Rs. 1,00,000.
- Any false declaration is liable to penalty under applicable laws.
- Employee must update the declaration if residential status or rent amount changes during the year.
- This declaration is applicable for salaried individuals claiming HRA exemption.