

Exempt Income Reporting Format for Salary ITR

Assessment Year: 2024-25

Employee Name	_____	PAN	_____
Employee Code	_____	Department	_____
Period of Reporting	_____		

Details of Exempt Income

S. No.	Particulars of Exempt Income	Amount (₹ ¹)	Section Code
1	House Rent Allowance (HRA)	_____	Section 10(13A)
2	Leave Travel Allowance (LTA)	_____	Section 10(5)
3	Children Education Allowance	_____	Section 10(14)
4	Gratuity	_____	Section 10(10)
5	Leave Encashment	_____	Section 10(10AA)
6	Other (specify)	_____	_____
Total		_____	

Declaration

I hereby declare that the details of exempt income provided above for the purpose of Income Tax Return are true and correct to the best of my knowledge and belief.

Place: _____	Date: _____
Signature of Employee: _____	

Important Notes:

- Exempt income should be filled correctly and supported with relevant proofs/documents.
- Declare all applicable exempt allowances/amounts as per the Income Tax Act.
- This format is for reporting exempt income in Salary Income Tax Returns only.
- Incorrect/incomplete reporting may lead to queries from the Income Tax Department.
- Consult your employer/tax consultant in case of any doubts regarding exemptions.