

PAYE	PF	20			
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(Office use only)

**Application for Release of Terminal Benefits**

(Please write "No" when it is not applicable)

01. Full Name : Mr/Ms. : .....

02. Residential Address : .....

03. Telephone No : ..... Mobile:-.....

04. National Identity Card No / Passport No : .....

(Please attach a photo copy)

05. Employer's Name &amp; Address:.....

06. Service Period : From 

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 To 

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(Service Certificate Issued by the Employer)

07. Income Tax File No.(If any) : .....

(Please attach T 10 Certificates for last 3 years if PAYE tax was paid on salary)

08. Registered No . if direction have been issued by this office to release terminal benefits previously.

(Please attach copies of directions)

**09. Terminal benefits to be released (a letter of award by the employer should be attached)**

I. Amount of Provident Fund Balance Rs.....

(Please attach formal letters of award)

II. Amount of gratuity

• Paid under the gratuity law : Rs.....

• Paid outside the gratuity law : Rs.....

(Whether the gratuity has been granted under a uniform scheme or not – conformation from the employer )

III. Amount of commuted pension paid : Rs.....

IV. Amount of compensation paid : Rs.....

(Please attach a letters on Tax exemption if granted )

V. **Contribution** to Employees Trust Fund Rs.....(Please attach a letter certifying the **contribution made by the employer**)

VI. Any other terminal benefits : ..... Rs.....

..... Rs.....

10. Current Employment, if any (the name &amp; address of the employer and the monthly salary)

I hereby certify that the particulars given above are true and correct for the best of my knowledge

Date : .....

Signature of employees

\* This form to be completed by the employee and returned to the commissioner PAYE Audit Unit, Department of Inland Revenue, No.100, Wekanda Road, Nawam Mawatha, Colombo 02 .along with originals of all supporting documents.