



**FORM NO.12BB**  
**(See rule 26C)**

<b>1. Emp No :</b>	
<b>2. Emp Name:</b>	
<b>3. Address of the Eemployee :</b>	
<b>3. Permanent Account Number (PAN)of the employee:</b>	
<b>4. Financial year:</b>	

**Details of claims and evidence thereof**

SI No.	Nature of claim	Amount (Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1	<b>House Rent Allowance:</b> (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord  Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	<b>Leave travel concessions or assistance</b>		
3	<b>Deduction of interest on borrowing:</b> (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		
4	<b>Deduction under Chapter VI-A</b> (A) Section 80C,80CCC and 80CCD (i) Section 80C (a)..... (b)..... (c)..... (d)..... (e)..... (f)..... (g)..... (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A (i) ..... (ii) ..... (iii)..... (iv) ..... (v) .....		

**Verification**

I,..... Son/Daughter of..... do hereby certify that the information given above is complete and correct.

Place : .....  
Date : .....  
Designation : .....

**Signature of the Employee**

**FULL NAME :**



## Annexure 'A'



### Format for Declaration to be submitted by the officer/employee under provision of Sec.115 BAC of Income Tax Act .1961 (For the current Financial Year FY 2023-2024 and AY 2024-2025)

To

.....  
.....  
.....

**Sub:** Declaration of option for TDS to be deducted from salary under OLD/NEW Tax Regime.

Sir,

I hereby exercise my option for the deduction of TDS from my salary for the FY 2023-2024 as under

OPTION 1	Old Tax Regime	YES <input type="checkbox"/>	NO <input type="checkbox"/>
OPTION 2	New Tax Regime	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Exercised option is final and no change is allowed for this current year FY 2023-2024 .**

**Signature :**

**Emp Name :**

**Designation :**

**Emp Number**

**(EMP/PF NO) :**

**Office :**

**Bill Unit No :**