

# Allowance Declaration Form

Records employee allowances for payroll and tax calculations.

## 01 Employee Information

Employee Name

Employee ID

Department

Position

Effective Date

## 02 Allowance Details

Allowance Type(s)

- Housing
- Meal / Food
- Education
- Hardship

- Transport
- Phone / Internet
- Relocation
- Other

Housing Allowance (Monthly)

Transport Allowance (Monthly)

Meal Allowance (Monthly)

Phone / Internet Allowance

Other Allowance Type

Other Allowance Amount

**03 Tax & Compliance**

Taxable Status

Documentation Provided

Compliance Notes

**04 Authorization**

Authorized By

Approval Date

Additional Notes

**Declaration & Consent**

I declare that the allowance information provided is accurate and complete. I understand that allowances are subject to applicable tax regulations and may be adjusted based on company policy or local statutory requirements. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation