

FORM 12B Submission Template (For New Employees)

Employee Details

Full Name

PAN

Residential Address

Date of Joining Current Employer

Details of Previous Employment

Name and Address of Previous Employer

TAN of Previous Employer (if available)

Period of Employment (From - To)

DD/MM/YYYY - DD/MM/YYYY

Details of Salary Received

Total Salary Received

Allowances (exempt under Section 10)

Deductions under Section 16

Tax Deducted at Source (TDS)

Details of Other Income (if any)

Other Income Reported

Nature and Amount

Declaration

I hereby declare that the information provided above is true and complete to the best of my knowledge and belief.

Place

Employee Signature

Important Notes:

- Form 12B must be submitted by new employees who have joined in the middle of the financial year and have drawn salary from a previous employer.
- This information enables appropriate calculation of income tax and prevents double deduction or exemption errors.
- It is important to provide correct and complete details for accurate computation of TDS by the current employer.
- Supporting documents such as Form 16 or salary slips from the previous employer may be required for verification.
- Form 12B is required as per Rule 26A of the Indian Income Tax Rules, 1962.