

# 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.