

Annexure - Schedule Template

Professional Tax Return

Employer Name: _____

Professional Tax Registration No.: _____

Return Period: _____ to _____

Date of Submission: _____

Schedule of Employees and Tax Deducted

S. No.	Employee Name	Designation	Employee Code	Gross Salary (for the period)	PT Amount Deducted	Date of Deduction	Date of Remittance	Remarks
1	John Doe	Accountant	EMP001	â,140,000	â,1200	05-06-2024	10-06-2024	-
2	Jane Smith	Manager	EMP002	â,170,000	â,1200	05-06-2024	10-06-2024	-
3								

Declaration

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

Place: _____

Date: ____/____/____

Signature: _____

Name & Designation: _____

Important Notes:

- Ensure all employee details and tax deductions are accurately entered.
- Annexure to be submitted along with the main return as required by state authorities.
- Keep supporting documents ready for verification by tax officials.
- Late or incorrect submissions may attract penalties and interest.