

Annual TDS Certificate for Salary Employees

(Form 16 - Sample)

Part A: Employer & Employee Details

Employer Name	ABC Pvt Ltd	PAN of Employer	ABCDE1234F
Employee Name	Mr. Rajesh Kumar	PAN of Employee	AQWPL1234M
Assessment Year	2023-24		
Employee Designation	Software Engineer	Financial Year	2022-23
Address of Employer	123, Corporate Park, New Delhi - 110001		
TAN of Employer	DELH12345G	CIT (TDS)	Delhi-II

Part B: Details of Salary Paid & Tax Deducted

Particulars	Amount (₹,¹)
Gross Salary (as per Section 17(1))	8,00,000
Perquisites (as per Section 17(2))	30,000
Profits in lieu of salary (Section 17(3))	₹"
Exemptions under Section 10	40,000
Net Taxable Salary	7,90,000
Other Income (if any, declared by employee)	5,000
Deductions under Chapter VI-A	1,50,000
Total Taxable Income	6,45,000
Total tax on above	41,800
Rebate under Section 87A	0
Surcharge	0
Health & Education Cess (4%)	1,672
Total Tax Liability	43,472
Total Tax Deducted at Source (TDS)	43,472

Part C: Details of Tax Deducted and Deposited into the Central Government Account

Month	Amount of TDS (₹,¹)	Date of Deposit	BSR Code	Challan/Receipt No.
April 2022	3,122	7-May-2022	0034567	475819
May 2022	3,122	7-Jun-2022	0034567	475820
Total	43,472			

Authorised Signatory

Date: 31-Jul-2023

Important Notes:

- This certificate is issued under Section 203 of the Income-tax Act, 1961 for tax deducted at source from salary income.
- Employee should verify the PAN and other particulars. In case of any discrepancy, please contact employer immediately.
- Form 16 is essential for filing annual Income Tax Returns and serves as proof of TDS on salary.
- If you have changed employment during the financial year, obtain Form 16 from each employer.
- Retention of this document is recommended for at least 6 years from the end of relevant Assessment Year.