

FORM NO. 16

[See rule 31(1)(a)]

Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source on salary

Part A

Certificate No.: Last updated on:		Assessment Year: 20XX-XX	
Name and address of the Employer XYZ Pvt Ltd 123, Example Street, Mumbai 400001		Name and address of Employee John Doe 45, Sample Avenue, Mumbai 400002	
PAN of the Deductor AABCU1234E	TAN of the Deductor MUMZ99999B	PAN of the Employee ABCPD1234K	
Summary of Amount Paid/Credited and Tax Deducted at Source			
Quarter	Receipt Numbers of original statements of TDS	Total amount paid/credited	Total tax deducted at source
Q1	123456789012	â,12,00,000	â,120,000
Q2	234567890123	â,12,50,000	â,125,000
Q3	345678901234	â,12,00,000	â,118,000
Q4	456789012345	â,12,50,000	â,124,000
Total		â,19,00,000	â,187,000

Verification
I, hereby, certify that a sum of â,187,000 has been deducted and deposited to the credit of the Central Government.
Place: Mumbai Date: 31/05/20XX
(Signature of person responsible for deduction of tax)
Name and Designation: Mr. X, HR Manager

Part B (Annexure)

Details of Salary Paid and any Other Income and Tax Deducted	
1. Gross Salary (a)	â,19,50,000
2. Less: Allowance Exempt under Section 10	â,150,000
3. Net Salary (1-2)	â,19,00,000
4. Deductions under Chapter VI-A	â,11,50,000
5. Taxable Income (3-4)	â,17,50,000
6. Tax on Total Income	â,175,000
7. Less: Rebate Under Section 87A	â,10
8. Surcharge	â,10
9. Education Cess	â,13,000
10. Total Tax Payable	â,178,000
11. Relief Under Section 89	â,11,000
12. Net Tax Payable	â,177,000

13. Total Tax Deducted	â,187,000
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### **Important Notes**

- Form 16 is a certificate issued for tax deducted at source (TDS) from salary by the employer under section 203 of the Income Tax Act, 1961.
- It is essential for filing Income Tax Returns and should be kept securely by the employee.
- Both Part A (TDS details) and Part B (salary and deductions) are required for complete documentation.
- Check all PAN, TAN, and personal details for accuracy.
- This is a digitally signed document and does not require a handwritten signature if issued electronically.