

# 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

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

## Verification

I, hereby, certify that a sum of ₹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)

<b>Details of Salary Paid and any Other Income and Tax Deducted</b>	
1. Gross Salary (a)	₹19,50,000
2. Less: Allowance Exempt under Section 10	₹150,000
3. Net Salary (1-2)	₹19,00,000
4. Deductions under Chapter VI-A	₹11,50,000
<b>5. Taxable Income (3-4)</b>	₹7,50,000
6. Tax on Total Income	₹75,000
7. Less: Rebate Under Section 87A	₹0
8. Surcharge	₹0
9. Education Cess	₹3,000
10. Total Tax Payable	₹78,000
11. Relief Under Section 89	₹1,000
<b>12. Net Tax Payable</b>	<b>₹77,000</b>

13. Total Tax Deducted	₹87,000
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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.