Sample Form 16 - Part A Structure

I. Employer Details

Employer Name	ABC Pvt. Ltd.	PAN of Employer	AAAAA1234A
TAN of Employer	BLRA00000A	Address	123, Corporate Avenue, Bengaluru, Karnataka, 560001

II. Employee Details

Employee Name	Ravi Kumar	PAN of Employee	AQHPP1234R
Employee Reference No.	EMP1007	Period with Employer	01/04/2023 - 31/03/2024

III. Summary of Tax Deducted at Source (TDS) on Salary

Quarter	Receipt No. of TDS Return	Amount Paid / Credited	Tax Deducted	Tax Deposited
Q1 (Apr-Jun)	1234567890123	₹2,50,000	₹20,000	₹20,000
Q2 (Jul-Sep)	2234567890456	₹2,50,000	₹20,000	₹20,000
Q3 (Oct-Dec)	3234567890789	₹2,50,000	₹20,000	₹20,000
Q4 (Jan-Mar)	4234567890123	₹2,50,000	₹20,000	₹20,000
Total	-	₹10,00,000	₹80,000	₹80,000

IV. Details of Tax Deposited in the Central Government Account

Date of Deposit	BSR Code	Challan Serial No.	Amount (₹)
07/07/2023	0020081	261231	20,000
07/10/2023	0020081	261564	20,000
07/01/2024	0020081	263489	20,000
07/04/2024	0020081	265781	20,000

V. Verification

I, **Harsha Rao**, Partner of **ABC Pvt. Ltd.**, hereby certify that a sum of ₹80,000 has been deducted and deposited to the credit of the Central Government.

Place: Bengaluru

Date: 15/05/2024

(Signature & Seal of the Employer)

Important Notes:

- Form 16 Part A is the certificate of tax deducted at source (TDS) on salary by the employer.
- It is generated and downloaded only from the TRACES portal by the employer.
- Make sure your PAN is correctly mentioned; errors can affect income tax credit.
- Form 16 Part A does not contain the detailed break-up of salary structure & exemptions; such details are in Part B.
- Always verify the contents of Form 16, specifically the amount of TDS and employer's TAN/PAN details.