

Form 16 – TDS Certificate for Leave Encashment

Certificate No: _____

Date: _____

Name of Employer: _____

PAN of Employer: _____

TAN of Employer: _____

Address of Employer: _____

Employee Details

Name of Employee: _____

Employee Code: _____

PAN of Employee: _____

Designation: _____

Department: _____

Details of Leave Encashment & TDS

Date of Payment: _____

Period of Service: _____

Amount of Leave Encashment Paid: ₹, _____

TDS Deducted: ₹, _____

Challan/Receipt No.: _____

This is to certify that Tax has been deducted at source as per the provisions of the Income Tax Act, 1961 and deposited with the Central Government.

(Authorised Signatory)

Name: _____

Designation: _____

Date: _____

Important Notes:

- This certificate should be carefully preserved by the employee for future reference and tax filing.
- Leave Encashment is taxable as per applicable Income Tax Laws and exemptions are available as per Section 10(10AA) of the Income Tax Act, 1961.
- Ensure all information is accurate and matches with records submitted to the Income Tax Department.
- Any discrepancies should be brought to the notice of the employer immediately.
- This is a system-generated document and does not require a physical signature, unless specified.