

Employer PAN Declaration Format

To,
The Accounts Department

Company Name: _____
Company Address: _____

Subject: Declaration of Permanent Account Number (PAN)

Dear Sir/Madam,

I hereby declare that my PAN details as mentioned below are true and correct to the best of my knowledge. Please find my details for your records and further necessary action.

Employee Name _____

Employee ID _____

Designation _____

PAN Number _____

Father's Name _____

Date of Birth _____

Contact Number _____

Address _____

I confirm that the above PAN mentioned is issued by the Income Tax Department, Government of India, and I understand that failure to provide correct PAN details may result in higher deduction of tax as per Income Tax rules.

Signature of Employee
Date: _____

Important Notes:

- PAN declaration is mandatory for accurate tax deduction at source (TDS).
- Providing incorrect or false PAN details may attract penal consequences under the Income Tax Act.
- Attach a self-attested copy of your PAN card with this declaration.
- The declaration should be duly signed and dated by the employee.
- Submit this form to the HR/Accounts department at the earliest to avoid delay in payroll processing.