

# Employee Self-Declaration for Lower TDS Deduction

Date: .....

To,

The Employer/Payroll Team

Company Name: .....

Company Address: .....

Subject:

Self-Declaration for Lower Deduction of Tax at Source (TDS) on Salary for Financial Year .....

Respected Sir/Madam,

I, ....., holding PAN ....., employed as ..... (Designation), Employee ID ....., hereby declare that based on my estimated total income and the details provided below, my TDS liability for the current financial year will be lower than the default deduction.

## Self-Assessment Tax Computation

1. Gross Salary (including all allowances)	.....
2. Less: Exemptions & Deductions (u/s 16, 80C, etc.)	.....
3. Income from Other Sources (if any)	.....
4. Total Estimated Taxable Income	.....
5. Estimated Tax Liability	.....
6. TDS Already Deducted	.....
7. Balance TDS to be Deducted	.....

I request you to consider this declaration and deduct TDS on my salary accordingly for the financial year .....

I confirm that the above information is true and correct to the best of my knowledge and belief. In case of any deficiency in tax payment arising out of the above details, I will be solely responsible for the same.

Place:

.....

Date:

.....

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Signature of Employee

## Important Notes:

- This declaration should be supported by valid documentary proofs wherever applicable.

- Providing incorrect information may lead to penalty and prosecution under the Income Tax Act, 1961.
- The employer may require copies of investment proofs and other supporting documents before considering the declaration.
- Responsibility of correct income declaration and tax payment lies solely with the employee.
- This format is only a sample; please consult your employer or tax consultant for specific requirements.