Form 24Q
TDS Return (Salary Employers) - Sample Format

I. Employer/ Deductor Details

1.	TAN	ABCDE1234F
2.	PAN of Deductor	AAAAA1234A
3.	Name of Deductor	XYZ Ltd.
4.	Address	123, Main Road, City, State, PIN
5.	Financial Year	2023-24
6.	Quarter	IV (Jan-Mar)

II. Details of Salary Paid and Tax Deducted

Sr. No.	PAN of Employee	Name of Employee	Gross Salary Paid (₹)	Deductions (₹)	Net Taxable Salary (₹)	Tax Deducted (₹)	Date of Deduction	Date of Deposit	Challan Serial No.
1	ABCDE5678M	Rahul Sharma	8,50,000	1,50,000	7,00,000	45,000	28-02-2024	07-03-2024	123456
2	FGHIJ8910N	Priya Menon	10,00,000	2,00,000	8,00,000	60,000	28-02-2024	07-03-2024	123457

III. Verification

Name of Person Responsible	Amit Verma
Designation	Finance Manager
Place	New Delhi
Date	10-04-2024

Important Notes:

- Form 24Q is used by employers to submit TDS details on salary payments every quarter.
- Accurate PAN details of each employee are mandatory to avoid higher TDS deduction.
- The form must be filed within the prescribed due dates for every quarter to avoid penalties.
- It is essential to match the TDS amount deposited with the challan details accurately.
- Incorrect or late filing may invite penalties and prosecution under the Income Tax Act.