

Comprehensive Guide to Form 16 Segments and Fields

Overview

Form 16 is an essential certificate issued by employers to employees in India under section 203 of the Income-tax Act, 1961. It serves as a statement of tax deducted at source (TDS) on salary and is divided into two parts: Part A and Part B.

Key Segments of Form 16

1. Part A – Details of tax deducted and deposited.
2. Part B – Details of salary paid and other income.

Detailed Fields in Form 16

Part A: Employer & Employee Information

Field	Description
Employer Name & Address	Name and registered office address of the employer
PAN of Employer	Permanent Account Number of the employer
TAN of Employer	Tax Deduction and Collection Account Number
Employee Name & Address	Name and address of the employee
PAN of Employee	Permanent Account Number of the employee
Assessment Year	The financial year for which TDS is deducted
Period of Employment	Duration of employment with current employer
Summary of TDS	Total TDS deducted and deposited with the government

Part B: Details of Salary & Tax Computation

Field	Description
Gross Salary	Total salary before deductions
Allowances Exempt U/S 10	House Rent Allowance, Leave Travel, etc. exempted from tax
Net Salary	Gross salary minus exemptions
Deductions Under Section 16	Standard deduction, professional tax, entertainment allowance
Income from Other Sources	Other income reported by the employee
Gross Total Income	Sum of salary and other income
Deductions Under Chapter VI-A	Deductions such as 80C, 80D, 80G, etc.
Total Taxable Income	Total income after deductions
Tax on Total Income	Tax calculated as per applicable IT slabs
Rebate (if any)	Applicable under section 87A or others
Education Cess	Cess applicable on income tax
Total Tax Payable	Final tax amount to be paid after deductions and rebates
Less: Relief under Section 89	Tax relief, if eligible
Net Tax Payable	Final tax liability
TDS Deducted	Total TDS deducted by the employer

Important Notes

- Form 16 is required for filing income tax returns if TDS is deducted from your salary.
- Always verify all personal, employer, and income details before using it for ITR filing.
- Part A and B are equally important and must be digitally signed or stamped by the employer.
- In case of job change within the financial year, collect Form 16 from all previous employers.
- Discrepancies must be immediately reported to the employer for correction.